Schedule	No.	829

3.

Page 1 of 10

Agency				
CHARLES C	OUNTY	GOVE	RNME	٧T

Division/Unit

tem No.	Description	Retention
1	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions. Transfer periodically to the Maryland State Archives
2	TIME AND ATTENDANCE Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.	Retain for 3 years, then destroy.
3	EMPLOYEE PERSONNEL RECORDS Files may contain some or all of the following: evaluations, awards, training, written correspondence etc.	Retain for 3 years after termination, then destroy.
4	FISCAL YEAR BUDGETS Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.	Retain for 3 years, then destroy.

Date

Signature Cypell for Typed Name Eugene T. Lauer Title County Administrator

Signature Shand C. Paperper fr

Page 2 of 10

Schedule No. C-889

(Continuation Sheet)

Agency
CHARLES COUNTY GOVERNMENT

Item No.	Description	Retention
	ADMINISTRATION FILES	
1	GRANT FILES Files contain some or all of the following: grant	Retain until project is complete, plus 10 years and until all audit requirements
	agreements, public hearings, correspondence, forms, etc	have been fulfilled, then destroy
2	FRONT FOOT/SPECIAL ASSESSMENT	Retain until project is completed plus 10 years and
	Files may contain some or all of the following: copy of assessment notice, copy of ordinance, copy of lien, petition, correspondence, etc.	until all audit requirements have been fulfilled, then destroy.
3	COBB ISLAND SEWER EASEMENTS	Retain for 50 years, then destroy.
	Sewer easements for each property on the Cobb Island Sewer System.	
4	DEVELOPER BONDS & AGREEMENTS	Retain for 50 years, then destroy.
	Active original bond, pending bonds, and active development agreements.	,
5	SUBDIVISION FILES (09)	Screen annually. Destroy material having no further
	Files may contain some or all of the following: correspondence, field reports, studies, subdivision miscellaneous documents, etc.	administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.

(Continuation Sheet)

Schedule No. C-889

Page 3 of 10

Agency CHARLES COUNTY GOVERNMENT

CHARL	ES COUNTY GOVERNMENT FLAINN	ING & GROWTT WAINAGEMENT
Item No.	Description	Retention
	Administration Files Con't	
6	ADMINISTRATION FILES (06) Files contain some or all of the following:	Screen annually. Destroy material having no further administrative, fiscal, legal
	correspondence, citizen complaints, projects, etc.	or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7	ADMINISTRATION FILES (06)	Permanent, transfer periodically to the Maryland
	Files that contain some or all of the following: Committee & Task Force Minutes, Policies & Procedures, Studies, etc.	State Archives.
8	UTILITY PERMITS	Permanent, until local law is changed, recommend 5 year
	Files containing records of those that are tied to the Public Water and Sewer System.	retention, then destroy
ı	DEVELOPMENT SERVICES FILES	
1	ACTIVE PERMITS (UNISSUED)	Retain for 5 years and until all audit requirements have
	File may contain some or all of the following types: Capital Improvement Projects, Blanket, Industrial, Unissued Construction Revisions, Residential, Commercial, and may include some or all of the following: submittals for engineering review and approval, applications, comment letters, SWM material, copy of plan, correspondence.	been fulfilled, then destroy.
2	INACTIVE PERMIT FILES	Retain for 50 years, then destroy.
	Issued project files with construction completed bond released. Filed may include some or all of the following: applications, cost estimates, computation fees paid, bonding materials, inspection daily reports, and right-of-way file of dedications.	

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Schedule No. C-829

(Continuation Sheet)

Agency
CHARLES COUNTY GOVERNMENT

		Datastian
Item No.	Description	Retention
	Development Services Files Con't	
3	NUCLEAR DENSITY GAUGE FILES Troxler/Landauer files on use and results of nuclear density gauge and also badge by Highway Engineer.	Retain until audit restrictions are lifted and/or staff use is stopped, then destroy.
4	SWM MAINTENANCE FILES Files may contain all or some of the following: inspection reports, notification letters to owners approving status of structures or required repairs, approved plans, follow up inspection.	Retain for 50 years, then destroy.
5	SIGNED APPROVED CONSTRUCTION PLANS Signed approved construction plans.	Retain for 50 years, then destroy.
6	ROAD FILES Files may contain all or some of the following: plats, deeds, road final inspection reports, road condition survey reports, notes, correspondence.	Permanent, transfer periodically to the Maryland State Archives.
7	FLAT FILES Files may contain some or all of the following: subdivision plats, finals, subdivision as builts, road/water/sewer project files, archives, miscellaneous.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8	AS BUILTS As-Built documentation for infrastructure construction of water, sewer and drainage lines.	Permanent, transfer periodically to the Maryland State Archives.
9	ROAD CARDS One card per road which may contain some or all of the following: Road #, SHA Road #, Deed, Liber/Folio, Road width and comments	Permanent, transfer periodically to the Maryland State Archives.
10	ACTIVE PERMIT FILES Official project files of issued projects with an active bond in place. These files may include some or all of the following: application, cost estimates, comment letters, computations, fees paid info, original receipts of fees paid, bonding information.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.

Schedule No. C-829

Page **5** of **10**

(Continuation Sheet)

Agency CHARLES COUNTY GOVERNMENT

Item No.	Description	Retention
NO.	Planning Division Files Con't	
11	RIGHT OF WAY AGENT FILES	Screen annually. Destroy
	Appraisal information, CIP Staff Meeting notes, plat closure, Commissioner Meeting Minutes, computer information, Forest Conservation Forms (blank), legal issues, County Newsletter, Phone procedures, Rights Relocation's, ROW duties, samples, Bug Reg. Info, Timesheets, Voice Mail, Active Projects	material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.
12	RIGHT OF WAY FILES	Permanent, transfer periodically to the Maryland
	Plats, Mylars, Paper Prints, ROW Plats for Projects	State Archives
13	SHA/LA PLATA ROAD INFO/ROW UPDATES	Retain for 10 years and until all audit requirements have
:	SHA mileage reports, correspondence, plats/deed/tax map copies.	been fulfilled, then destroy.
	CAPITAL IMPROVEMENT FILES	
1	CIP PROJECT FILES	Retain until project is completed plus 10 years and until
	Files may contain all or some of the following: Contracts, amendments, change orders, correspondence, invoices, studies, cost estimates, schedules, transmittals, etc.	all Federal, State and Local audit requirements have been fulfilled, then destroy.
2	CONSTRUCTION SPECIFICATIONS (BOOKS)	Permanent, transfer period- ically to the Maryland State
	Specification documents for construction projects.	Archives. (1 set)
3	BLUE PRINTS & MISCELLANEOUS DRAWINGS	Retain for life of grant plus 20 years and until all audit
	Files containing 24" x 36" blueprints.	requirements have been fulfilled, then destroy.

(Continuation Sheet)

Schedule No. C-829

Page 6 of 10

Agency
CHARLES COUNTY GOVERNMENT

Item No.	Description	Retention
.,,,,	PERMIT DIVISION FILES	
1	BUILDING PERMITS	Permanent, until local law is changed, then propose
	File can contain all of some of the following: agency approval, site plans, construction plans, site plans, U & O's, pre-approval forms from Health Department, electrical permit, plumbing permit, utility permit, forest conservation documents, checklists, stop work orders, make safe orders, etc.	a 5 year retention, then destroy
2	PLANS ON FILE	Retain for life of building,
	Construction drawings & plan review records (kept on file should the builder construct the same single family dwelling on a different lot).	then destroy.
3	SITE PLAN FOLDERS	Retain for 10 years, then destroy.
	Contain site plan applications, site plan and correspondence.	anon dostroy.
4	COMMERCIAL CONSTRUCTION PLANS	Retain for life of building, then destroy.
	Architectural plans for commercial buildings.	
5	PRIVITIZED CONTRACTS	Retain for 3 years after complaint received,
1	Copies of assignments, approvals, or status responses, fee amount to be charged for permit. Reconciliation papers and copies of approved paid invoices. Copies of completed payments per month.	then destroy.
6	COMPLAINT FILES	Retain for 3 years after complaint received,
	Complaint form, field report, pictures, correspondence, follow-up report, for investigation of illegal construction or code violations.	then destroy.
7	ZONING CERTIFICATES & HOME OCCUPATIONS	Retain for 3 years, then destroy.
	Various certificates for use, home occupations, sign permits, etc.	,

(Continuation Sheet)

Schedule No. C-829

Page <u>7</u> of <u>10</u>

Agency
CHARLES COUNTY GOVERNMENT

Item No.	Description	Retention
	Permit Division Files Con't	
8	BUILDING STATISTICS	Permanent, transfer periodically to the Maryland
	File may include some or all of the following: Building Permits Issued, Building Permits Received, Building Permit Revenue, Use & Occupancies Issued, Permits Voided, Zoning In - Received, Zoning Out - Issued, Utility Permits Issued, FY Building Permits Issued, FY Revenue, Chamber Reports, Historical (end of year only), F.W. Dodge Reports, Census Bureau reports.	State Archives.
	PLANNING DIVISION FILES	
1	DEMOGRAPHIC INFO & DEMOGRAPHIC NEWSLTR	Permanent, transfer periodically to the Maryland
	County, State, Metro Area, So. Md. Region and National/Global Statistical information.	State Archives.
2	CONSULTANT CONTRACT FILES	Retain for 5 years after contract is closed and until
	Copies of purchase orders and correspondence on consultant contract projects.	all audit requirements have been fulfilled, then destroy.
3	APF COMMITTEE FILES	Permanent, transfer periodically to the Maryland State Archives.
	Record of APF Committee, including minutes, agendas, report of committee, and any associated documents/information.	
4	PLANNING COMMISSION MINUTE BOOKS	Permanent, transfer periodically to the Maryland
	Planning Commission minutes of meetings, including agendas.	State Archives.
5	WICOMICO SCENIC RIVER COMMISSION	Permanent, transfer periodically to the Maryland
	Preceding of Commission meetings, with membership list.	State Archives.
6	NATURAL RESOURCES MAPS COLLECTION	Retain until updated or superseded, then destroy.
	NPDES outfall mapping on County topo; NWI maps; Maryland Wetland Maps; Chesapeake Bay Critical area maps.	

Schedule No. C-829

Page 8 of 10

Agency
CHARLES COUNTY GOVERNMENT

Item No.	Description	Retention
	Planning Division Files Con't	
7	ZONING ENFORCEMENT FILES	Retain until case closed, plus 5 years, then destroy.
	Property owner, property description, letter out- lining zoning violation.	o yours, their doorsy.
8	ZONING AMENDMENT PETITIONS	Retain for 10 years, then destroy.
	Amendment petitions for rezonings, proposal requests, plans, correspondence, reviews, including maps, charts and exhibits.	
9	ZONING MAP AMENDMENTS	Retain for 50 years, then destroy.
	Zoning map amendments request, applications, correspondence, orders from Commissioners, including maps, charts and exhibits.	dos.rsy.
10	SUBDIVISION PLAT FILES	Retain until updated or superseded, then
	Subdivision plat files, applications, plats, correspondence, reviews.	destroy
11	PRELIMINARY SUBDIVISION PLATS	Retain for 10 years, then destroy
	Preliminary plans of subdivisions, initial land development proposals, applications, plans, correspondence, reviews.	desiloy
12	ZONING TEXT AMENDMENTS	Retain for 50 years, then destroy.
	Amendment proposals for Zoning Ordinance primarily text correspondence, but may include charts and exhibits.	doddoy.
13	PLANNING GRANTS	Retain until grants are closed plus 5 years and
	Each file may contain some or all of the following; FY Grant documents, contracts, reports, billing information, etc.	until all audit requirements have been fulfilled, then destroy.

(Continuation Sheet)

Schedule No. C-829

Page 9 of 10

Agency
CHARLES COUNTY GOVERNMENT

Item No.	Description	Retention
	Planning Division Files Con't	
15	AG FILES, TRANSFER RIGHTS, FOREST LEGACY	Screen annually. Destroy material having no further
	Ag Preservation districts, easement properties, transfer or development rights sending/receiving, Md. Depart of Ag Gypsy Moth Suppression Program, Forest Legacy Program, Ag. Misc., Sludge Misc., Off-Site Forest Mitigation, So. Md. Ag. Comm.	administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
16	CENSUS 2000	Screen annually. Destroy material having no further
	Correspondence on projects relating to the upcoming decennial census.	administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
17	LOWER POTOMAC & MIDDLE POTOMAC, PATUXENT TRIBUTARY STRATEGY TEAMS MINUTES & OTHER DOCUMENTS PERTAINING TO THE TRIBUTARY TEAM MEETINGS	Permanent transfer periodically to the Maryland State Archives.
18	COMPREHENSIVE PLAN UPDATE	Retain until project is completed plus 5 years
	Contains the documentation used to update the 1990 plan, workshops, draft, etc.	and until all audit require- ments have been fulfilled, then destroy.
19	PUBLIC FACILITIES FILES	Retain until project is completed plus 5 years
	Files may contain all or some of the following: transportation, transportation planning, traffic, State Highway, administration, current projects, past projects, etc.	and until all audit require- ments have been fulfilled, then destroy.

Schedule No. C-839

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Agency
CHARLES COUNTY GOVERNMENT

Division/Unit

PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
	Planning Division Files Con't	
20	BOARD OF APPEALS CASES	
	Files may contain some or all of the following: application, staff report, correspondence, Decision & Order, exhibits, transcripts, minutes, sign-in sheets, etc.	Retain 50 years, then destroy.
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J		
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Instructions – Type or print a	DEPARTMENT OF	F GENERAL SERVI	CES AGENCY RECORDS INVENTORY		
separate form for each new or		AGEMENT DIVISIO			
revised record series.	7275 WATERLO		Page 1 of 55		
1. Department/Agency	2. Division		3. Unit/Program		
Charles County Govt.	Planning & Gr	owth Mgt.	All		
DEFINITION: Record Series: a group of related	records normally filed and u	sed as a unit for reference	, · · · · · · · · · · · · · · · · · · ·		
4. Record Series Title	•		5. Earliest Year / Latest Year		
General Correspondence			to Present		
Record Series Description					
(Briefly describe the types of information/doo	cuments/forms found in the	series. Include the purpor	se or function of the series.)		
Subject arrangement of original i material of the department or it's		going letters, memo	orandum and any and all		
	•				
			·		
7. Record Series Format(s)	8. Record S	eries Sequence	9. Volume		
x Letter Size Microfilm	- Alph	abetical	Number x File Drawer(s)		
x Letter Size Microfilm	⊥ X Alph	apelicai	Microfilm Reel(s)		
■ Legal Size Compute	r Tape Num	erical	Computer Tape(s)		
			x Other (specify)		
Bound Book Floppy D	isk Chro	nological	Binders		
Audio Tape Video Ta	pe Geog	graphical	10. Annual Accumulation Number		
Other (specify)	Othe	er (specify)	▼ File Drawer(s)		
		. (.)	Microfilm Reel(s)		
			Computer Tape(s)		
			x Other (specify) Binders		
11. File is used:		12. File become			
	onthly	Month			
13. Current Location(s) (Build	ing, Floor, Room)	14. Is record series duplicated elsewhere?			
Planning & Growth Management		Yes x No (If yes, specify agency or office)			
2nd Floor, County Government B	uilding	x			
La Plata, Maryland 20646 15. Access Restrictions		x 16. Audit Requirements x None			
l ==	s) and regulation(s))	To: Addit Requirements I Note			
x		State Federal Independent			
*		County 18. Recommended retention			
17. Is an index system used? Yes No		1	Destory material having no further		
(If yes, explain briefly and describe any hard	ware/software)		cal, legal, or operational value. Retain		
×		permanently any i	material that serves to document the		
×			ent, and accomplishments of the		
19. Name and Title of Preparer	20. Telephone Nur		periodically to Md. State Archives. 21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM	301-013-0070				
22000 00 2000000, 2 0272	·				

Instructions – Type or print a			CES AGENCY RECORDS INVENTORY		
separate form for each new or	RECORDS MANA	GEMENT DIVISION			
revised record series.	7275 WATERLOC JESSUP, MARYLA		Page 2 of 55		
1. Department/Agency	2. Division		3. Unit/Program		
Charles County Govt.	Planning & Grov	wth Mgt.	All		
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a	is well as retention & disposition purposes.		
4. Record Series Title			5. Earliest Year / Latest Year		
Time & Attendence Files			to Present		
·					
6. Record Series Description					
(Briefly describe the types of information/doc	uments/forms found in the ser	ries. Include the purpose	or function of the series.)		
File can contain all or some of the fo	llowing: leave requests,	comptime request,	and weekley timesheets, etc.		
·		•			
			•		
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume		
C Lawrence C Microsoft		l 4!1	Number		
x Letter Size Microfilm	x Alpha	betical	File Drawer(s)		
	Tana	امماد	Microfilm Reel(s)		
Legal Size Compute	er Tape	ericai	Computer Tape(s) Other (specify)		
Bound Book Floppy D	ick Chron	nological	United (Specify)		
Bodild Book Ploppy D	isk Cilibi	lological	10. Annual		
Audio Tape Video Ta	ine Georg	raphical	Accumulation Number		
Addio Tape Video Ta	. Geog	rapilicai	/ toddinaladon Hamber		
Other (specify)	Othe	r (specify)	File Drawer(s)		
салог (срозилу)		. (0,000)	Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
11. File is used:		12. File become	s inactive after		
Daily X Weekly M	onthly	Month	(s) <u>3</u> Year(s)		
	ng, Floor, Room)	l	ies duplicated elsewhere?		
Planning & Growth Management		Yes x	No (If yes, specify agency or office)		
2nd Floor, County Government Buil	ding	X			
La Plata, Maryland 20646		X AC A His Danie			
15. Access Restrictions		16. Audit Requirements x None			
	s) and regulation(s))	State	Federal Independent		
X		State	County		
17. Is an index system used?		18. Recommend			
Yes x No		TO, recommend	ica reteriacii		
(If yes, explain briefly and describe any hard	vare/software)	Retain for 3 year	rs, then destroy.		
x					
X					
		·			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM					
11551. 10 111 1111111, 1 0111		!			

Instructions - Type or print a separate form for each new or revised record series. 1. Department/Agency Charles County Govt. DEFINITION: Record Series: a group of related re 4. Record Series Title Employee Personnel Records 6. Record Series Description (Briefly describe the types of information/docu	RECORDS MANA 7275 WATERLOC JESSUP, MARYLA 2. Division Planning & Grov ecords normally filed and used	RGEMENT DIVISION O ROAD ND 20794 wth Mgt. d as a unit for reference a	Page 3 of 55 3. Unit/Program All as well as retention & disposition purposes. 5. Earliest Year / Latest Year to Present	
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume1	
x Letter Size Microfilm Legal Size Compute			Number x File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Bound Book Floppy D	isk Chror	nological	Other (specify)	
Audio Tape Video Ta		raphical	10. Annual 0 Accumulation Number	
Other (specify)	Other	r (specify)	x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is used:		12. File become	s inactive after	
Daily X Weekly M	onthly	Month	· · · · · · · · · · · · · · · · · · ·	
13. Current Location(s) (Buildi	ng, Floor, Room)	Three years after employee leaves 14. Is record series duplicated elsewhere?		
Planning & Growth Management 2nd Floor, County Government Buil La Plata, Maryland 20646		x Yes No (If yes, specify agency or office) x Personnel Department		
15. Access Restrictions		x 16. Audit Requirements x None		
x Yes No (If yes, cite law(x Personnel x	s) and regulation(s))	State Federal Independent County		
17. Is an index system used?		18. Recommend		
Yes x No (If yes, explain briefly and describe any hardw	rare/software)	Retain for 3 year	rs after termination then destroy.	
X	ai a suttwate/	ictain tot 5 year	as after termination then desiroy.	
x				
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM				

Instructions - Type or print a			CES AGENCY RECORDS INVENTORY		
separate form for each new or		GEMENT DIVISION			
revised record series.	7275 WATERLOC		Page 4 of 55		
1. Department/Agency	JESSUP, MARYLA 2. Division	ND 20794	3. Unit/Program		
Charles County Govt.	Planning & Grov	wth Mot	All		
Charles County Govt.	riamming & Oro	win mgt.	AM.		
DEFINITION: Record Series: a group of related re	cords normally filed and used	as a unit for reference a	as well as retention & disposition purposes.		
4. Record Series Title			5. Earliest Year / Latest Year		
Fiscal Year Budgets			to Present		
		•			
6. Record Series Description					
(Briefly describe the types of information/docu	ments/forms found in the ser	ries. Include the purpose	or function of the series.)		
Budget expenditure files for departm	ant tracking of avnance	os of invoices nurch	ase orders, check requests ata		
budget expenditure thes for departm	ent, tracking of expense	es of invoices, purch	ase orders, check requests etc.		
·					
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 5 Number		
x Letter Size Microfilm	Δlnha	betical	x File Drawer(s)		
X Letter Size Wildren		Deacai	Microfilm Reel(s)		
Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)		
	'		Other (specify)		
Bound Book Floppy D	isk Chror	nological			
			10. Annual <u>1</u>		
Audio Tape Uideo Ta	pe Geog	raphical	Accumulation Number		
Other (specify)	Othe	r (specify)	x File Drawer(s)		
Culei (specify)	Cale	(Specify)	Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
11. File is used:		12. File become			
x Daily Weekly Mo	onthly	Month	(s) Year(s)		
13. Current Location(s) (Buildi	ng, Floor, Room)	n/a 14 is record ser	ies duplicated elsewhere?		
Planning & Growth Management	19, 1 1001, 1100111)	x Yes No (If yes, specify agency or office)			
2nd Floor, County Government Build	ding	x Purchasing, Fiscal Services			
La Plata, Maryland 20646		x			
15. Access Restrictions		16. Audit Requir	ements None		
Yes x No (If yes, cite law(s) and regulation(s))		le la		
x State			Federal Independent		
x 17. Is an index system used?		18. Recommend	County led retention		
Yes x No		10.110001111110110			
(If yes, explain briefly and describe any hardw	rare/software)	Retain for three	(3) years, then destroy.		
x	:				
x					
40 Nome and Title of December 1	20 Talashara N	har	21 Data		
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM					

Instructions – Type or print a			CES AGENCY RECORDS INVENTORY		
separate form for each new or		GEMENT DIVISION			
revised record series.	7275 WATERLOC		Page <u>5</u> of 55		
1. Department/Agency	JESSUP, MARYLA	ND 20/94	3. Unit/Program		
	2. Division	with Mort	3. Univerogram All		
Charles County Govt.	Planning & Grov	win Mgi.	Au		
DEFINITION: Record Series: a group of related re	ecords normally filed and used	as a unit for reference a	s well as retention & disposition purposes.		
4. Record Series Title	· · · · · · · · · · · · · · · · · · ·		5. Earliest Year / Latest Year		
Grant Files			1987 to Present		
6. Record Series Description					
(Briefly describe the types of information/docu	uments/forms found in the ser	ries. Include the purpose	or function of the series.)		
File can contain all or some of the fo	llowing: grant agreeme	nt, public hearing, c	orrespondence, conditions,		
forms, etc.					
,					
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume		
		·	Number		
x Letter Size Microfilm	Alpha	betical	File Drawer(s)		
			Microfilm Reel(s)		
Legal Size Compute	\mathbf{x} Nume	erical	Computer Tape(s)		
			Other (specify)		
Bound Book Floppy D	isk Chror	nological	10. Annual		
Audio Tape Video Ta	one Georg	raphical	Accumulation Number		
Audio Tape Video Ta	ipe Geog	тартноат	Accumulation Number		
Other (specify)	Othe	r (specify)	File Drawer(s)		
Constitution (opening)		. (56.5))	Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
11. File is used:		12. File become	i		
x Daily Weekly M	onthly	Month	` '		
13. Current Location(s) (Buildi	ng, Floor, Room)	Project Close Out 14. Is record series duplicated elsewhere?			
Planning & Growth Management	119, 11001, 1100111)	x Yes No (If yes, specify agency or office)			
2nd Floor, County Government Buil	ding	x			
La Plata, Maryland 20646		x	·		
15. Access Restrictions		16. Audit Requir	ements None		
Yes x No (If yes, cite law(s) and regulation(s))				
x		x State x			
X		40 D	County		
17. Is an index system used? Yes x No		18. Recommend	ied retention		
(If yes, explain briefly and describe any hardy	vare/software)	Retain until proj	ect is completed plus 10 years		
X			nt & audit requirements have		
x		been fulfilled, th			
			·		
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM					
		·			

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVI	CES AGENCY RECORDS INVENTORY		
separate form for each new or		GEMENT DIVISION			
revised record series.	7275 WATERLOC		Page <u>6</u> of <u>55</u>		
4.0	JESSUP, MARYLA	ND 20794			
1. Department/Agency	2. Division	th Mot	3. Unit/Program		
Charles County Govt.	Planning & Gro	will Migi.	All		
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a			
4. Record Series Title	4 1711		5. Earliest Year / Latest Year		
Front Foot / Special Assessmen	it flies		1960 to Present		
6. Record Series Description					
(Briefly describe the types of information/docu	uments/forms found in the se	ries. Include the purpose	or function of the series.)		
File can contain all or some of the following: copy of assessment notice, copy of ordinance, copy of lien, petition, correspondence, etc.					
7. Record Series Format(s)	8 Record Se	eries Sequence	9. Volume		
7. Necord Series Format(s)	0.1100014 00	snes ocquence	Number		
x Letter Size Microfilm	Alpha 🗌	ıbetical	File Drawer(s)		
Communician	Tana Numa	- di - al	Microfilm Reel(s)		
Legal Size Compute	er Tape x Nume	ericai	Computer Tape(s) Other (specify)		
Bound Book Floppy D	risk Chron	nological			
Audio Tape Video Ta	pe Geog	raphical	10. Annual Accumulation Number		
Other (specify)	Othe	r (specify)	File Drawer(s)		
			Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
11. File is used:		12. File become	s inactive after		
x Daily Weekly M	onthly	Month	` ' ` '		
13. Current Location(s) (Build	ing, Floor, Room)	Project Completion 14. Is record series duplicated elsewhere?			
Planning & Growth Management	ing, Floor, Room)	Yes X No (If yes, specify agency or office)			
2nd Floor, County Government Buil	ding	x			
La Plata, Maryland 20646		x			
15. Access Restrictions Yes x No (If yes, cite law(s) and regulation(s))	16. Audit Requirements None			
X 140 (ii yes, the law(s) and regulation(s))	x State x	x Federal x Independent		
x			County		
17. Is an index system used?		18. Recommend	led retention		
Yes x No (If yes, explain briefly and describe any hardy	uara/aafhuara)	Petain until proi	ect is completed plus 10 years		
X	vare/software)		it requirements have been		
x		fulfilled, then de	-		
19. Name and Title of Preparer	20. Telephone Num	nber	21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM					

Instructions — Type or print a separate form for each new or revised record series. 1. Department/Agency Charles County Govt. DEFINITION: Record Series: a group of related record Series Title Cobb Island Sewer Easements 6. Record Series Description (Briefly describe the types of information/doct	RECORDS MANA 7275 WATERLOC JESSUP, MARYLA 2. Division Planning & Grov ecords normally filed and used	AGEMENT DIVISION O ROAD ND 20794 wth Mgt.	Page 7 of 55 3. Unit/Program All s well as retention & disposition purposes. 5. Earliest Year / Latest Year 1991 to Present		
Sewer easements for each property.					
7. Record Series Format(s) Letter Size	x Alpha r Tape		9. Volume X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
13. Current Location(s) (Building Planning & Growth Management 2nd Floor, County Government Built La Plata, Maryland 20646 15. Access Restrictions Yes x No (If yes, cite law(xxx) 17. Is an index system used? Yes x No (If yes, explain briefly and describe any hardvxxxx) 19. Name and Title of Preparer	s) and regulation(s)) vare/software) 20. Telephone Num	Yes x x 16. Audit Require x State 18. Recommend Retain for 50 year	year(s) ies duplicated elsewhere? No (If yes, specify agency or office) ements None Federal x Independent County led retention ars then destroy.		
Joyce A. Schmidt Asst. to Director, PGM	301-645-0576		01/27/98		

Instructions – Type or print a separate form for each new or	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION				
revised record series.	7275 WATERLOC		Page 8 of 55		
	JESSUP, MARYLA	1	1 ago 01		
1. Department/Agency	2. Division		3. Unit/Program		
Charles County Govt.	Planning & Grov	wth Mgt.	All		
DEFINITION: Record Series: a group of related re	cords normally filed and used	as a unit for reference a			
4. Record Series Title			5. Earliest Year / Latest Year		
Developer Bonds & Developme	ent Agreements		1989 to Present		
6. Record Series Description					
(Briefly describe the types of information/docu	ments/forms found in the ser	ries. Include the purpose	or function of the series.)		
Active original bonds, pending bonds	active development ac	reements			
Active original bolids, pending bolids	s, active development ag	reements.			
7. Record Series Format(s)	8 Pecord Se	ries Sequence	9. Volume 2		
7. Necord Delies Format(s)	0.1100014 00	ines ocquerice	Number		
Letter Size Microfilm	x Alpha	betical	x File Drawer(s)		
			Microfilm Reel(s)		
x Legal Size Compute	r Tape Nume	erical	Computer Tape(s)		
G Bound Book G Floors	:-!-		Other (specify)		
Bound Book Floppy D	isk Chror	nological	10. Annual .25		
Audio Tape Video Ta	pe Geog	raphical	Accumulation Number		
Other (specify)	Othe	r (specify)	x File Drawer(s)		
		` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
11. File is used:		12. File becomes	o inactivo after		
	onthly	Month	1		
L. Dan, L. Treena, L.	on any				
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record series duplicated elsewhere?			
Planning & Growth Management		Yes x	No (If yes, specify agency or office)		
2nd Floor, County Government Buil	ding	x			
La Plata, Maryland 20646 15. Access Restrictions		x 16. Audit Require	ements x None		
	s) and regulation(s))	10. Addit Nequili	ements X None		
x	·	State	Federal Independent		
х	·				
17. Is an index system used?		18. Recommend	led retention		
Yes x No		D-4-:- 6 70	and the state of		
(If yes, explain briefly and describe any hardw	/are/soπware)	Retain for 50 yes	ars then destroy.		
x x					
-					
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM					

Instructions – Type or print a separate form for each new or		GENERAL SERVION	ES AGENCY RECORDS INVENTORY	
revised record series.	7275 WATERLOC	ROAD	Page <u>9</u> of <u>55</u>	
	JESSUP, MARYLA	ND 20794	2.11.77	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Gro	wth Mgt.	Planning	
DEFINITION: Record Series: a group of related re	cords normally filed and use	d as a unit for reference a	is well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
Subdivision Files (03)			1980 to Present	
6. Record Series Description	· · · · · · · · · · · · · · · · · · ·			
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)	
Correspondence, field reports, studio	e individual cubdivicia	n miscellaneous docu	iments	
Correspondence, neid reports, studie	es, iliulyluual subulylsio	ii miscenaneous docu	miens.	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 9	
			Number	
Letter Size Microfilm	Alpha	betical	x File Drawer(s)	
			Microfilm Reel(s)	
x Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)	
			Other (specify)	
Bound Book Floppy D	isk Chror	nological	boxes & library shelf 10. Annual .5	
Audio Tape Video Ta	ne Georg	raphical	Accumulation Number	
Addio Tape Video Ta	pe Geog	партноат	Accumulation Number	
Other (specify)	Othe	r (specify)	x File Drawer(s)	
		, , , , ,	Microfilm Reel(s)	
	·	· · · · · · · · · · · · · · · · · · ·	Computer Tape(s)	
		•	Other (specify)	
11. File is used:		12. File become	s inactive after	
Daily Weekly X M	onthiv	Month		
	· · · · · · · · · · · · · · · · · · ·			
il	ng, Floor, Room)		ies duplicated elsewhere?	
Planning & Growth Management		Yes x	No (If yes, specify agency or office)	
2nd Floor, County Government Buil	ding	X		
La Plata, Maryland 20646 15. Access Restrictions		x 16. Audit Requirements x None		
" — —	s) and regulation(s))	10. Addit Medali	ements x None	
x	o) and regulation(o))	State	Federal Independent	
x			County	
17. ls an index system used?		18. Recommend		
Yes x No			estroy material having no further	
(If yes, explain briefly and describe any hardware/software)		ři –	il, legal or operational value. Retain	
x		M:	rial that serves to document the origin	
x		1) -	ccomplishments of the agency. y to Md. State Archives.	
19. Name and Title of Preparer	20. Telephone Num		21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM				
1307. 70 27. 007., 1 07.				

Instructions – Type or print a			CES AGENCY RECORDS INVENTORY	
separate form for each new or	RECORDS MANA	GEMENT DIVISION		
revised record series.	7275 WATERLOC		Page <u>10</u> of <u>55</u>	
	JESSUP, MARYLA	ND 20794		
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Planning	
DEFINITION: Record Series: a group of related re	poords pormally filed and uses	d as a unit for reference a	s well as retenting 2 disposition pursuant	
4. Record Series Title	cords normally filed and used	as a unit for reference a	5. Earliest Year / Latest Year	
Administration Files (06)			1980 to Present	
Training training (00)				
6. Record Series Description				
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)	
Correspondence (General), Citizen C	Complaints			
		,		
			•	
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume10	
			Number	
Letter Size Microfilm	Alpha	betical	x File Drawer(s)	
	- T No.		Microfilm Reel(s)	
x Legal Size Compute	r Tape x Nume	erical	Computer Tape(s) Other (specify)	
Bound Book Floppy D	isk Chror	nological	Other (specify)	
board book rioppy b		lological	10. Annual .5	
Audio Tape Video Ta	pe Geog	raphical	Accumulation Number	
		·		
Other (specify)	Othe	r (specify)	x File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s) Other (specify)	
·			Other (specify)	
11. File is used:		12. File become	s inactive after	
x Daily Weekly M	onthly	Month	(s) Year(s)	
11	ng, Floor, Room)		ies duplicated elsewhere?	
Planning & Growth Management	••	Yes x No (If yes, specify agency or office)		
2nd Floor, County Government Buil La Plata, Maryland 20646	aing	X .		
15. Access Restrictions		x 16. Audit Requir	ements x None	
	s) and regulation(s))		· · · · · · · · · · · · · · · · · · ·	
x		State	Federal Independent	
x			County	
17. Is an index system used?		18. Recommend		
Yes x No		-	estroy material having no further	
(If yes, explain briefly and describe any hardy	rare/software)		al, legal or operational value. Retain	
x x		permanently any material that serves to document the origin development, and accomplishments of the agency.		
•			y to Md. State Archives.	
19. Name and Title of Preparer	20. Telephone Num		21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM				

Instructions – Type or print a			CES AGENCY RECORDS INVENTORY		
separate form for each new or revised record series.	7275 WATERLOO	GEMENT DIVISION ROAD	Page 11 of 55		
	JESSUP, MARYLAI	ND 20794			
1. Department/Agency	2. Division		3. Unit/Program		
Charles County Govt.	Planning & Grov	wth Mgt.	All		
DEFINITION: Record Series: a group of related re	cords normally filed and used	as a unit for reference a			
4. Record Series Title			5. Earliest Year / Latest Year		
Administration Files (06)			1980 to Present		
6. Record Series Description					
(Briefly describe the types of information/docu	ments/forms found in the ser	ries. Include the purpose	or function of the series.)		
Committee & Task Force Minutes					
Policies & Procedures					
Studies					
•					
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 10		
			Number		
Letter Size Microfilm	Alpha	betical	x File Drawer(s) Microfilm Reel(s)		
x Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)		
Logar eras Compans			Other (specify)		
Bound Book Floppy D	isk Chron	ological			
Nides Tone			10. Annual .5		
Audio Tape Video Ta	pe Geogi	raphical	Accumulation Number		
Other (specify)	Other	r (specify)	x File Drawer(s)		
			Microfilm Reel(s)		
			Computer Tape(s)		
·			Other (specify)		
11. File is used:		12. File become	s inactive after		
x Daily Weekly Me	onthly	Month	(s)Year(s)		
12 Compatt agation(s) (Buildi	Class Dasm\	14 15 55 55 55	is distincted also be a 2		
13. Current Location(s) (Buildi Planning & Growth Management	ng, Floor, Room)	l	ies duplicated elsewhere? No (If yes, specify agency or office)		
2nd Floor, County Government Buil-	ding	x	(if yes, spesify agency of office)		
La Plata, Maryland 20646	<u> </u>	x			
15. Access Restrictions		16. Audit Require	16. Audit Requirements x None		
	s) and regulation(s))	C State	Federal Independent		
x State State			County		
17. Is an index system used?	· ·	18. Recommended retention			
Yes x No		_			
(If yes, explain briefly and describe any hardw	are/software)	State Archives.	sfer periodically to the Maryland		
X X		State Archives.	·		
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM					

	Instructions Type or print a			 CES AGENCY RECORDS INV
i i Hida a i waxa	separate form for each new or revised record series.	RECORDS MANAGE 7275 WATERLOO RO	Page 12 of 55	
		JESSUP, MARYLAND		
	1. Department/Agency	2. Division	. .	3. Unit/Program
	Charles County Govt.	Planning & Growth	ı Mgt.	All
s mark the	DEFINITION: Record Series: a group of related rec	ords normally filed and used as	a unit for reference	
	4. Record Series Title			5. Earliest Year / Latest Y
	Utility Permits			1975 to Presen
	Record Series Description (Briefly describe the types of information/documents)	nents/forms found in the series.	Include the purpose	or function of the series.)
	Properties tied to Public Water & Sew	ver.		
and the second s	7. Record Series Format(s)	8. Record Series	s Sequence	9. Volume 4
	x Letter Size Microfilm	Alphabet	ical	x File Drawer(s)
		Tana Numaria	-1	Microfilm Reel(s)
	Legal Size Computer	Tape x Numeric	aı	Computer Tape(s) Other (specify)
•	Bound Book Floppy Dis	sk Chronolo	gical	10. Annual 1
	Audio Tape Video Tap	e Geograp	hical	Accumulation Num
	Other (specify)	Other (s	pecify)	x File Drawer(s)
				Microfilm Reel(s) Computer Tape(s)
				Other (specify)
• •	11. File is used:		12. File become	
	x Daily Weekly Mo	nuny	Month	n(s) Year(s)
· .	!!	g, Floor, Room)		ries duplicated elsewhere?
	Planning & Growth Management 2nd Floor, County Government Build	ing	x Yes	No (If yes, specify agency or o
	La Plata, Maryland 20646	ing .	x	
	15. Access Restrictions		16. Audit Requi	rements x None
) and regulation(s))	State	Federal Independent
and the second second	x x		State	County
	17. Is an index system used?		18. Recommen	ded retention
	Yes x No (If yes, explain briefly and describe any hardwa	are/software)		
	X	ne/software)		
	x			
	19. Name and Title of Preparer	20. Telephone Number		21. Date
	Joyce A. Schmidt	301-645-0576		01/27/98
	Asst to Director PGM			

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVIC	ES AGENCY RECORDS INVENTORY
separate form for each new or	RECORDS MANA	GEMENT DIVISION	
revised record series.	7275 WATERLOC	ROAD	Page 13 of 55
<u>.</u>	JESSUP, MARYLA	ND 20794	
Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services
DEFINITION: Record Series: a group of related re-	ords normally filed and used	as a unit for reference as	
4. Record Series Title			5. Earliest Year / Latest Year
Active Permits (UNISSUED)			1989 to Present
		·	
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the serie	es. Include the purpose or	function of the series.)
File can contain all or some of the fol	owing types: Capital Im	nrovement Projects	Blanket Industrial
Unissued Construction Revisions, Res			
submittals for engineering review and			
correspondence.	-pp. o, upp,	, , ,	
•			
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume
			Number
x Letter Size Microfilm	n Alphabetical		File Drawer(s)
Compute			Microfilm Reel(s) Computer Tape(s)
Legal Size Compute	er Tape x Numerical		Other (specify)
Bound Book Floppy D	Disk Chronological		Other (specify)
Bound Book noppy a	Jisk Cilionological		10. Annual
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Other (specify)		File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	s inactive after
	onthly	Month	
Suny X Weekly.	Sittiny		
13. Current Location(s) (Build	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
Planning & Growth Management	,		No (If yes, specify agency or office)
2nd Floor, County Government Build	ling	x	
La Plata, Maryland 20646		X	
15. Access Restrictions		16. Audit Requir	rements None
	s) and regulation(s))		
X		x State x Federal x Independent	
x 17. Is an index system used?		18. Recommend	County ted retention
Yes x No		15. Recommend	- Control Control
(If yes, explain briefly and describe any hardw	are/software)	Retain for 5 year	s and until all audit requirements have been
x	,	fulfilled, then d	
x			
19. Name and Title of Preparer	20. Telephone Nun	nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM		•	

Instructions - Type or print a			CES AGENCY RECORDS INVENTORY
separate form for each new or		GEMENT DIVISION	
revised record series.	7275 WATERLOC JESSUP, MARYLA		Page <u>14</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Development Services
DEFINITION: Record Series: a group of related re	ecords normally filed and used	as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Year
Inactive Permit Files			to Present
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)
Traved musicat files with construction	assumbated and hand us	lanced Files may in	aluda sama af all af the
Issued project files with construction following: applications, cost estimate			
and right-of-way file on dedications.	es, computations, rees p	aiu, bolluing materia	is, hispection daily reports,
and right of way the off dedications.			
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 26
x Letter Size Microfilm	Alpha	betical	Number x File Drawer(s)
x Letter Size Microfilm	Aibila	Deucai .	Microfilm Reel(s)
Legal Size Compute	ter Tape x Numerical, topic		Computer Tape(s)
		,	x Other (specify)
Bound Book Floppy D	Disk Chronological		53 boxes
			10. Annual <u>4</u>
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Othe	r (specify)	x File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			x Other (specify)
11. File is used:		12. File become	1 library shelf
	onthly	Month	
July Livesky X	onany		1 041(0)
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
Planning & Growth Management		Yes x	No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	X	
La Plata, Maryland 20646		X 16 Audit Deguis	ements None
15. Access Restrictions Yes x No (If yes, cite law(c) and regulation(c))	16. Audit Requir	ements None
X 140 (ii yes, cite law(s) and regulation(s))	x State	Federal x Independent
x			County
17. Is an index system used?		18. Recommended retention	
Yes X No		Retain for 50 year	ars, then destroy.
(If yes, explain briefly and describe any hardy	vare/software)		
x			
x x			
19. Name and Title of Preparer	20. Telephone Num	ıber	21. Date
Joyce A. Schmidt	301-645-0576	•	01/27/98
Asst. to Director, PGM			
	t .		

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Instructions – Type or print a			CES AGENCY RECORDS INVENTORY
separate form for each new or	RECORDS MANAGEMENT DIVISION		
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>15</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a	s well as retention & disposition purposes.
4. Record Series Title			5. Earliest Year / Latest Year
Nuclear Density Gauge Files			1993 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	iments/forms found in the se	ries. Include the purpose	or function of the series.)
			1 *** 1 ** .
Troxler/Landauer files on use and re	sults of nuclear density	gauge and also badg	e by Highway Engineer.
			· ·
			·
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume .20
			Number
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)
Legal Size Compute	r Tape Nume	arical	Microfilm Reel(s) Computer Tape(s)
Compute	1 Tape	siicai	Other (specify)
Bound Book Floppy D	Disk X Chronological		Guioi (apcony)
			10. Annual 15
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Othe	r (specify)	File Drawer(s)
		,,,,,	Microfilm Reel(s)
			Computer Tape(s)
			x Other (specify)
			sheets
11. File is used:	a Ala I.	12. File become	
Daily Weekly x M	onthly	Month	(s) Year(s)
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
Planning & Growth Management	,	Yes x No (If yes, specify agency or office)	
2nd Floor, County Government Buil	ding	x	
La Plata, Maryland 20646		X	
15. Access Restrictions	`	16. Audit Requir	ements None
Yes x No (If yes, cite law(s) and regulation(s))		
x		x State Federal Independent	
X 17 le en index evetem used?		10 Dags	County ·
17. Is an index system used? Yes x No	•	18. Recommend	reconection
(If yes, explain briefly and describe any hardw	vare/software)	Retain until aud	it restrictions are lifted and / or
x			oped, then destroy.
x			-
19. Name and Title of Preparer	20. Telephone Num	nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVIC	CES AGENCY RECORDS INVENTORY
separate form for each new or		GEMENT DIVISION	
revised record series.	7275 WATERLOC		Page <u>16</u> of <u>55</u>
	JESSUP, MARYLAND 20794		
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a	s well as retention & disposition purposes.
4. Record Series Title			5. Earliest Year / Latest Year
Stormwater Management Maii	ntainence Files		1985 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	uments/forms found in the se	ries. Include the purpose	or function of the series.)
Files may contain all of some of the f	'allowing: inspection re	norts, notification let	tters to owners approving
status of structures or required repa			·
-	, ,	• •	
i i			
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 3
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Number
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)
			Microfilm Reel(s)
x Legal Size Compute	er Tape <u>x</u> Nume	erical, topic	Computer Tape(s)
Bound Book Floppy D	Disk Chronological		Other (specify)
Boding Book 1 loppy 5	Olsk Chilohological		10. Annual 1
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Other (specify)		x File Drawer(s)
Outer (specify)	Oute	(Specify)	Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
44.5%		40.5%	
11. File is used: Daily x Weekly M	onthly	12. File become: Month	
Daily x Weekly M	ondany		104(3)
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
Planning & Growth Management		Yes x	No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	x	
La Plata, Maryland 20646 15. Access Restrictions		16. Audit Require	ements None
	s) and regulation(s))	10. Addit Nequil	ementsNone
x	o) and r oga lation(0))	x State	Federal Independent
x		County	
17. ls an index system used?		18. Recommended retention	
Yes x No		Retain for 50 year	ars, then destroy.
(If yes, explain briefly and describe any hardy	vare/software)		
x x			
19. Name and Title of Preparer	20. Telephone Num	iber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			

Instructions Type or print a separate form for each new or revised record series. 1. Department/Agency Charles County Govt. DEFINITION: Record Series: a group of related resident of the series of the signed Approved Construction of the series of the	RECORDS MANA 7275 WATERLOC JESSUP, MARYLA 2. Division Planning & Grov ecords normally filed and used	GEMENT DIVISION ROAD ND 20794 wth Mgt.	Page 17 of 55 3. Unit/Program Development Services is well as retention & disposition purposes. 5. Earliest Year / Latest Year 1989 to Present
Signed approved construction plans.			
· · · · · · · · · · · · · · · · · · ·			
Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 15. Access Restrictions Yes x No (If yes, cite law(s) and regulation(s)) x x 17. Is an index system used? Yes x No (If yes, explain briefly and describe any hardware/software) x x 19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM			Federal Independent County

Instructions - Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or		GEMENT DIVISION	V
revised record series.	7275 WATERLOC JESSUP, MARYLA		Page <u>18</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a	as well as retention & disposition purposes.
4. Record Series Title			5. Earliest Year / Latest Year
Road Files			1930 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	uments/forms found in the ser	ries. Include the purpose	or function of the series.)
Files may contain some or all of the survey report, notes, correspondence		road final inspection	n report, road condition
survey report, notes, correspondence	••		
7. Record Series Format(s)	8 Record Se	eries Sequence	9. Volume 4
7. Haddi'd ddiidd i diiniai(d)	3.1100014 00		Number
Letter Size Microfilm	Alpha	betical	x File Drawer(s)
	_		Microfilm Reel(s)
x Legal Size Compute	er Tape x Nume	erical	Computer Tape(s)
Bound Book Floppy D	isk Chror	nological	Other (specify)
sound sook noppy s		lologidai	10. Annual .50
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Othe	r (specify)	x File Drawer(s)
			Microfilm Reel(s)
		<u> </u>	Computer Tape(s)
			Other (specify)
11. File is used:	s inactive after		
	onthly	Month	!
	ing, Floor, Room)		ies duplicated elsewhere?
Planning & Growth Management 2nd Floor, County Government Buil	dina	Yes x	No (If yes, specify agency or office)
La Plata, Maryland 20646	umg	x	
15. Access Restrictions		16. Audit Requir	ements x None
Yes X No (If yes, cite law(s) and regulation(s))		
x		State Federal Independent	
X 17 Is an index system used?		County 18. Recommended retention	
17. Is an index system used? Yes x No			ars and until all audit requirements
(If yes, explain briefly and describe any hardware/software)			ed, then destroy.
x			
x			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM	501 045 0570		01/2//30
Asst. to Director, I Gin			· .

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVIO	CES AGENCY RECORDS INVENTORY	
separate form for each new or		GEMENT DIVISION		
revised record series.	7275 WATERLOC JESSUP, MARYLA		Page <u>19</u> of <u>55</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services	
	J		•	
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a		
4. Record Series Title		,	5. Earliest Year / Latest Year	
Flat Files			1987 to Present	
6. Record Series Description				
(Briefly describe the types of information/docu	aments/forms found in the se	ries. Include the purpose	or function of the series.)	
Files may contain some or all of the	following: cubdivision r	done final subdivisio	on as builts, road /	
water / sewer project files, archives,		ians, imai subdivisio	on as builts, I bau /	
water / sewer project mes, aremves,	iniscondine o do			
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 10	
C Labor Sina C Asin Sin		t	Number	
Letter Size Microfilm	Alpha	betical	File Drawer(s) Microfilm Reel(s)	
Legal Size Compute	er Tape Nume	rical	Computer Tape(s)	
compute	i rapa	· ·	x Other (specify)	
Bound Book Floppy D	Disk Chronological		flat files	
			10. Annual 2	
Audio Tape Video Ta	ape Geographical		Accumulation Number	
x Other (specify)	x Other (specify)		File Drawer(s)	
g , g			Microfilm Reel(s)	
flat files	pro	oject / interest	Computer Tape(s) x Other (specify)	
			x Other (specify) flat files	
11. File is used:	!	12. File become		
	onthly	Month		
	· · · · · · ·			
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?	
Planning & Growth Management		Yes x	No (If yes, specify agency or office)	
2nd Floor, County Government Buil	ding	x		
La Plata, Maryland 20646 15. Access Restrictions		x 16. Audit Require	ements x None	
l — —	s) and regulation(s))	To. Audit Requir	ements x None	
X X X X X X X X X X X X X X X X X X X	s) and regulation(s))	State Federal Independent		
x	·		County	
17. Is an index system used?		18. Recommended retention		
Yes x No		Permanent, transfer periodically to the		
(If yes, explain briefly and describe any hardy	vare/software)	Maryland State	Archives.	
x				
x				
19 Name and Title of Property	20. Telephone Num	nhor.	21. Date	
19. Name and Title of Preparer	•	IDCI		
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM				

Instructions – Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or revised record series.	RECORDS MANA 7275 WATERLOC	GEMENT DIVISION	
revised record series.	JESSUP, MARYLA		Page <u>20</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services
DEFINITION: Record Series: a group of related re	cords normally filed and user	t as a unit for reference a	s well as retention & disposition numoses
4. Record Series Title			5. Earliest Year / Latest Year
As-builts			1974 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the ser	ries. Include the purpose	or function of the series.)
Construction as-builts.			
			•
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 45
Letter Size Microfilm	☐ Ainha	betical	Number
Letter Size Microfilm	Aipria	Deucai	File Drawer(s) Microfilm Reel(s)
Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)
			x Other (specify)
Bound Book Floppy D	Disk Chronological		flat file drawers
Audio Tape Video Ta	ape Geographical		10. Annual 1 Accumulation Number
x Other (specify)	Other (specify)		File Drawer(s)
24" x 36" mylars / plans			Microfilm Reel(s) Computer Tape(s)
24 x 36 inylars / plans			x Other (specify)
·			flat file drawers
11. File is used:	4_1	12. File becomes	
Daily Weekly X M	onthly	Month	(s) Year(s)
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record seri	ies duplicated elsewhere?
Planning & Growth Management		Yes x	No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	X	·
La Plata, Maryland 20646 15. Access Restrictions		x 16. Audit Require	ements None
Yes x No (If yes, cite law(s) and regulation(s))			
x		x State Federal Independent	
X 17 is an index system used?		County 18. Recommended retention	
17. Is an index system used? Yes x No		ļ	sfer periodically to the
(If yes, explain briefly and describe any hardware/software)		Maryland State	•
x			
X .			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576	·	01/27/98
Asst. to Director, PGM			

Instructions – Type or print a separate form for each new or	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INV RECORDS MANAGEMENT DIVISION			
revised record series.	7275 WATERLOC			
revised record series.	JESSUP, MARYLAND 20794		Page <u>21</u> of <u>55</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Gro	wth Mgt.	Development Services	
•	3	3		
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a		
4. Record Series Title			5. Earliest Year / Latest Year	
Road Cards			1930 to Present	
6. Record Series Description				
(Briefly describe the types of information/docu	uments/forms found in the se	ries. Include the purpose	or function of the series.)	
One card per road which may contain	in some or all of the foll	owing: Road #, SHA	A Road #, Deed	
Lieber / Folio, Road Width and com				
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 2	
		·	Number	
Letter Size Microfilm	x Alpha	betical	File Drawer(s)	
	_		Microfilm Reel(s)	
Legal Size Compute	er Tape		Computer Tape(s)	
Bound Book Floppy D	ick Chron	nological	x Other (specify) card boxes	
Bodild Book I lioppy D	Disk Chronological		10. Annual 50	
Audio Tape Video Ta	ape Geographical		Accumulation Number	
x Other (specify)	Other (specify)		File Drawer(s)	
			Microfilm Reel(s)	
index cards 3" x 5"	index cards 3" x 5"		Computer Tape(s)	
			x Other (specify) cards	
11. File is used:		12. File become		
l — — — —	onthly	Month		
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record series duplicated elsewhere?		
Planning & Growth Management		Yes x	No (If yes, specify agency or office)	
2nd Floor, County Government Buil	ding	x		
La Plata, Maryland 20646 15. Access Restrictions		x 16. Audit Requir	ements x None	
Yes x No (If yes, cite law(s) and regulation(s))	16. Audit Requir	ements x None	
X	s) and regulation(s))	State	State Federal Independent	
x			County	
17. Is an index system used?				
x Yes No		II	sfer periodically to the	
(If yes, explain briefly and describe any hardy	vare/software)	Maryland State	Archives.	
x alphabetical				
X				
19. Name and Title of Preparer	20. Telephone Num	iber	21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM				
			·	

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVIC	CES AGENCY RECORDS INVENTORY
separate form for each new or		AGEMENT DIVISION	
revised record series.	7275 WATERLOO	ROAD	Page 22 of 55
	JESSUP, MARYLA	ND 20794	
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wtn Mgt.	Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference			
4. Record Series Title			5. Earliest Year / Latest Year
Active Permit Files			1989 to Present
6. Record Series Description			1
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)
Official project files of issued project	te with an active hand in	n place. These files	may include some or all
of the following: application, cost es			
receipts of fees paid, bonding inform		-,,,	,,g
			•
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 21
			Number
x Letter Size Microfilm	m Alphabetical		x File Drawer(s)
Legal Size Compute	ter Tape x Numerical		Microfilm Reel(s) Computer Tape(s)
zegai oize oompate	ter lape x Numerical		Other (specify)
Bound Book Floppy D	Disk Chronological		
Audio Topo Vidoo To	·		10. Annual 2 Accumulation Number
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Other (specify)		x File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s) Other (specify)
			Other (specify)
11. File is used:		12. File become	s inactive after
Daily X Weekly M	onthly	Month	(s) Year(s)
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record series duplicated elsewhere?	
Planning & Growth Management	ng, Floor, Room)	11	No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	x	
La Plata, Maryland 20646		X	
15. Access Restrictions Yes x No (If yes, cite law(s) and regulation(s))	16. Audit Requir	ements None
x	s) and regulation(s))	x State Federal Independent	
X	 :		County
17. Is an index system used?		18. Recommended retention	
Yes x No (If yes, explain briefly and describe any hardware/software)		Retain for 5 years and until all audit requirements have been fulfilled, then destroy.	
(if yes, explain briefly and describe any nardware/software) X			
x			
19. Name and Title of Preparer	20. Telephone Num	ll nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			
1.257. 10 27. 00007, 1 0.77	·		

Instructions Type or print a			CES AGENCY RECORDS INVENTORY	
separate form for each new or		GEMENT DIVISION		
revised record series.	7275 WATERLOO JESSUP, MARYLA	į (Page <u>23</u> of <u>55</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services	
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a	s well as retention & disposition purposes.	
4. Record Series Title	<u> </u>		5. Earliest Year / Latest Year	
Right of Way Agent Files			1996 to Present	
6. Record Series Description (Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)	
(, , , , , , , , , , , , , , , , , , ,	,	
Appraisal information, CIP staff mee				
computer information, Forest Conser				
Rights Relocations, ROW duties, san	iples, Sub. Reg. Info., 7	Timesheets, Voice Ma	ail, Active Projects.	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 27	
7. 1(00014 001100 1 011114(0)	J. 1 (COOIG CO	nico Godacinos	Number	
x Letter Size Microfilm	x Alphabetical		File Drawer(s)	
			Microfilm Reel(s)	
Legal Size Compute	er Tape Numerical		Computer Tape(s)	
		:	x Other (specify)	
Bound Book Floppy D	isk Chronological		files	
			10. Annual	
Audio Tape Video Ta	pe Geographical		Accumulation Number	
Other (specify)	Other (specify)		File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s)	
·			Other (specify)	
11. File is used:		12. File become	s inactive after	
	onthly	Month	i	
	2114119			
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?	
Planning & Growth Management		Yes x	No (If yes, specify agency or office)	
2nd Floor, County Government Buil	ding	X	<u>.</u>	
La Plata, Maryland 20646		Х		
15. Access Restrictions		16. Audit Requir	ements x None	
	s) and regulation(s))		Fodout Tudous and and	
X.		State Federal Independent		
17. Is an index system used?		County 18. Recommended retention		
Yes x No		l ∤	sfer periodically to the	
(If yes, explain briefly and describe any hardw	/are/software)	Maryland State		
x				
x	`			
19. Name and Title of Preparer	20. Telephone Num	nber .	21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
•	301-043-0370		01/2//90	
Asst. to Director, PGM			·	

Instructions — Type or print a separate form for each new or revised record series. DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794 1. Department/Agency 2. Division Planning & Growth Mgt. DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference 4. Record Series Title Right of Way Files 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose Plats, Mylars, Paper Prints, ROW Plats for Projects (10 drawers)			Page 24 of 55 3. Unit/Program Development Services as well as retention & disposition purposes. 5. Earliest Year / Latest Year 1991 to Present
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 10
Letter Size Microfilm Legal Size Compute Bound Book Floppy D Audio Tape Video Ta X Other (specify)	n Alphabetical er Tape Numerical Disk Chronological		File Drawer(s) Microfilm Reel(s) Computer Tape(s) x Other (specify) flat files 10. Annual Accumulation File Drawer(s)
flat files	project		Microfilm Reel(s) Computer Tape(s)
			x Other (specify) Plats each drawer
11. File is used: x Daily Weekly M	onthly	12. File become Month	s inactive after
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 15. Access Restrictions Yes x No (If yes, cite law(s) and regulation(s)) x x 17. Is an index system used? Yes x No		14. Is record series duplicated elsewhere? Yes x No (If yes, specify agency or office) x x 16. Audit Requirements x None State Federal Independent County 18. Recommended retention Permanent, transfer periodically to the	
(If yes, explain briefly and describe any hardware/software) x x		Maryland State	Archives.
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Num 301-645-0576	nber	21. Date 01/27/98

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVIO	ES AGENCY RECORDS INVENTORY		
separate form for each new or	RECORDS MANAGEMENT DIVISION				
revised record series.	7275 WATERLOC	ROAD	Page 25 of 55		
<u>-</u>	JESSUP, MARYLA	ND 20794			
1. Department/Agency	2. Division		3. Unit/Program		
Charles County Govt.	Planning & Grov	wth Mgt.	Development Services		
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 4. Record Series Title 5. Earliest Year / Latest Year					
SHA/LaPlata Road Info/ROW Updates			1990 to Present		
6. Record Series Description					
(Briefly describe the types of information/docu	ments/forms found in the ser	ries. Include the purpose	or function of the series.)		
CVIA	1 11	•			
SHA mileage reports, correspondence	e, plats/deed/tax map c	opies.			
7. Record Series Format(s)	O Deced Co	ries Sequence	9. Volume 3		
7. Record Series Format(s)	o. Record Se	nes Sequence	9. Volume 3 Number		
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)		
			Microfilm Reel(s)		
x Legal Size Compute	er Tape Numerical		Computer Tape(s)		
			Other (specify)		
Bound Book Floppy D	isk x Chronological		10. Annual .50		
Audio Tape Video Ta	pe Geographical		Accumulation Number		
/ Video 1	Geographical				
Other (specify)	Other (specify)		· x File Drawer(s)		
			Microfilm Reel(s)		
		·	Computer Tape(s)		
			Other (specify)		
11. File is used:		12. File become	s inactive after		
l —— —	onthly .	Month(s) Year(s)			
11	ng, Floor, Room)	14. Is record series duplicated elsewhere?			
Planning & Growth Management 2nd Floor, County Government Buil	dina	Yes x No (If yes, specify agency or office)			
La Plata, Maryland 20646	ding	X			
15. Access Restrictions 16. Audit Requirements x None					
Yes X No (If yes, cite law(s) and regulation(s))			<u> </u>		
<u>x</u>		State Federal Independent			
X		County			
17. Is an index system used? Yes x No		18. Recommended retention Retain for 10 years and until all audit requirements			
(If yes, explain briefly and describe any hardy	vare/software)	have been fulfilled, then destroy.			
X					
x ·					
40 N	20.7.		04 0		
19. Name and Title of Preparer	20. Telephone Number		21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
Asst. to Director, PGM			ļ		

Instructions – Type or print a			ES AGENCY RECORDS INVENTORY		
separate form for each new or	RECORDS MANA	GEMENT DIVISION			
revised record series.	7275 WATERLOO ROAD		Page 26 of 55		
- -	JESSUP, MARYLA	J.			
1. Department/Agency	2. Division		3. Unit/Program		
Charles County Govt.	Planning & Grov	wth Mgt.	Capital Improvement Projects		
	J	J			
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title			5. Earliest Year / Latest Year		
CIP Project Files			1969 to Present		
•					
6. Record Series Description					
(Briefly describe the types of information/docu	ments/forms found in the sei	ries. Include the purpose	or function of the series.)		
, ,			ŕ		
File can contain all of some of the fol	llowing: Contracts, Am	endments, Change C	Orders Correspondence,		
Invoices, Studies, Cost Estimates, Sci			· ·		
		•			
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 70		
			Number		
Letter Size Microfilm	Alpha	betical	x File Drawer(s)		
			Microfilm Reel(s)		
x Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)		
			x Other (specify)		
Bound Book Floppy D	Bound Book Floppy Disk Chronological		& boxes		
			10. Annual 4		
Audio Tape Video Ta	pe Geographical		Accumulation Number		
			·		
Other (specify)	Othe	r (specify)	x File Drawer(s)		
			Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
		40 50			
11. File is used:		12. File becomes inactive after			
x Daily Weekly Monthly		Month(s) Year(s)			
13 Compatible antiques (Decilal	Class Dasse)	n/a 14. Is record series duplicated elsewhere?			
, ,	ng, Floor, Room)		Yes x No (If yes, specify agency or office)		
Planning & Growth Management 2nd Floor, County Government Buil	3:		(if yes, specify agency or office)		
La Plata, Maryland 20646	aing	X			
La Plata, Maryland 20646 x 15. Access Restrictions 16. Audit Requirements None					
Yes x No (If yes, cite law(e) and requilation(e))	10. Addit Requirements 11016			
X .	s) and regulation(s))	x State x Federal x Independent			
x x		County			
17. Is an index system used?		18. Recommended retention			
Yes x No		Retain until project is completed plus 10 years and			
(If yes, explain briefly and describe any hardw	rare/software)	until all Federal, State, & Local audit requirements			
x		have been fulfilled, then destroy.			
x					
·-	·				
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date		
Joyce A. Schmidt	301-645-0576		01/27/98		
11	301-043-0370		UII MII JU		
Asst. to Director, PGM	1		·		

Instructions – Type or print a DEPARTMENT OF GENERAL SERVIÇES AGENCY RECORDS INVEN	TORY
Instructions – Type or print a DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVEN SEPARATE FOR SERVICES AGENCY RECORDS INVEN	<u> </u>
revised record series. 7275 WATERLOO ROAD Page 27 of 55	
JESSUP, MARYLAND 20794	
1. Department/Agency 2. Division 3. Unit/Program	
Charles County Govt. Planning & Growth Mgt. Capital Improvement Proj	ects
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.	
4. Record Series Title 5. Earliest Year / Latest Year	
Construction Specifications (Books) to Present	
	-
6. Record Series Description	
(Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)	
C 'C' o' - January C	
Specification documents for construction projects. Approximately 50 books averaging 300 pages each.	
7 Decord Series Format/a) 9 Decord Series Series Series 9 Volume 10	
7. Record Series Format(s) 8. Record Series Sequence 9. Volume 10 Number	-
Letter Size Microfilm Alphabetical File Drawer(s)	
Microfilm Reel(s)	
Legal Size Computer Tape Numerical Computer Tape(s)	
Other (specify)	
Bound Book Floppy Disk Chronological 10. Annual 10	
Audio Tape Video Tape Geographical Accumulation Number	-
Trade rape	
x Other (specify) x Other (specify) File Drawer(s)	
Microfilm Reel(s)	
8 1/2" x 11" bound volumes By project Microfilm Reel(s) Computer Tape(s)	
8 1/2" x 11" bound volumes By project Microfilm Reel(s) Computer Tape(s) x Other (specify)	
8 1/2" x 11" bound volumes By project Microfilm Reel(s) Computer Tape(s)	
By project By project Microfilm Reel(s) Computer Tape(s) Other (specify) Books 11. File is used: 12. File becomes inactive after	
By project By project Microfilm Reel(s) Computer Tape(s) Other (specify) Books 11. File is used: X Daily Weekly Monthly Microfilm Reel(s) Computer Tape(s) X Other (specify) Books 12. File becomes inactive after Month(s) 10+ Year(s)	
By project By project By project Computer Tape(s) Other (specify) Books 11. File is used: X Daily Weekly Monthly Microfilm Reel(s) Computer Tape(s) X Other (specify) Books 12. File becomes inactive after Month(s) 10+ Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere?	
By project Microfilm Reel(s) Computer Tape(s) X Other (specify) Books 11. File is used: X Daily Weekly Monthly Month(s) 10+ Year(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or office)	
By project By project By project Computer Tape(s) Other (specify) Books 11. File is used: X Daily Weekly Monthly Microfilm Reel(s) Computer Tape(s) X Other (specify) Books 12. File becomes inactive after Month(s) 10+ Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere?	
Microfilm Reel(s) Computer Tape(s) Other (specify) Books	
By project By project By project Computer Tape(s) Computer Tape(s) Other (specify) Books 11. File is used: X Daily Weekly Monthly 12. File becomes inactive after Month(s) 10+ Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 X 15. Access Restrictions Yes X No (If yes, cite law(s) and regulation(s)) Microfilm Reel(s) Computer Tape(s) X Dither (specify) Books 14. Is record series duplicated elsewhere? Yes X No (If yes, specify agency or office of the series duplicated elsewhere? Yes X No (If yes, cite law(s) and regulation(s))	
Microfilm Reel(s) Computer Tape(s) X Other (specify) Books	
Microfilm Reel(s) Computer Tape(s) X Other (specify) Books	
Microfilm Reel(s) Computer Tape(s) X Other (specify) Books	
By project By project Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Other (specify) Books 11. File is used: x Daily Weekly Monthly Month(s) 10+ Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 15. Access Restrictions Yes x No (If yes, specify agency or office x 16. Audit Requirements None Yes x No (If yes, cite law(s) and regulation(s)) x X X State x Federal x Independent County County 17. Is an index system used? 18. Recommended retention	
By project Microfilm Reel(s) Computer Tape(s) Other (specify)	
Microfilm Reel(s) Computer Tape(s) X Other (specify) Books	
By project By project Microfilm Reel(s) Computer Tape(s) X Other (specify) Books 11. File is used: X Daily Weekly Monthly 12. File becomes inactive after Month(s) 10+ Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 15. Access Restrictions Yes X No (If yes, cite law(s) and regulation(s)) X X X State X Federal X Independent County 17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/software) X X X State Archives. (1 set)	
By project By project Microfilm Reel(s) Computer Tape(s) X Other (specify) Books 11. File is used: X Daily Weekly Monthly 12. File becomes inactive after Month(s) 10+ Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 15. Access Restrictions Yes X No (If yes, cite law(s) and regulation(s)) X X State X Federal X Independent County 17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/software) X State Archives. (1 set)	

Instructions Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or		GEMENT DIVISION	
revised record series.	7275 WATERLOO JESSUP, MARYLA	*	Page <u>28</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Capital Improvement Projects
DEFINITION: Record Series: a group of related re 4. Record Series Title	cords normally filed and used	d as a unit for reference a	s well as retention & disposition purposes. 5. Earliest Year / Latest Year
Flat Files & Misc. Drawings			to Present
riat Phes & Whise. Drawings			to Tresent
6. Record Series Description			
(Briefly describe the types of information/doct	ments/forms found in the ser	ries. Include the purpose	or function of the series.)
20 Elet Eile dresvers containing appr		: II bluenwinte ner dre	anney 26 mailests
20 Flat File drawers containing appr Approximately 1,000 additional 24"			
11 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -	too olaopimic art iii	ou, rome ap,	
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume
		•	Number
Letter Size Microfilm	Alpha	betical	File Drawer(s)
Legal Size Compute	er Tape Nume	rical	Microfilm Reel(s) Computer Tape(s)
Legal Size Compute	r Tape	епса	Other (specify)
Bound Book Floppy D	isk Chron	nological	
			10. Annual 500
Audio Tape Uideo Ta	ape Geographical		Accumulation Number
x Other (specify)	X Other	r (specify)	File Drawer(s)
		(0)	Microfilm Reel(s)
24" x 36" drawings	By pro	oject	Computer Tape(s)
			x Other (specify) Sheets
11. File is used:		12. File become	
·	onthly	Month	
, , ,	ng, Floor, Room)		ies duplicated elsewhere? No (If yes, specify agency or office)
Planning & Growth Management 2nd Floor, County Government Buil	ding	x res x	No (If yes, specify agency or office)
La Plata, Maryland 20646	ums	x	
15. Access Restrictions		16. Audit Requir	ements None
	s) and regulation(s))	Ctata [Francia Independent
X .		x State x	Federal x Independent County
x 17. Is an index system used?		18. Recommended retention	
Yes x No		Retain for life of	grant plus 20 years and until
(If yes, explain briefly and describe any hardy	vare/software)		ments have been fulfilled, then
x		destroy.	
x			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			
ł .	l,		•

Instructions – Type or print a	1		CES AGENCY RECORDS INVI
separate form for each new or		AGEMENT DIVISIO	ru ——
revised record series.	7275 WATERLO		Page <u>29</u> of <u>55</u>
	JESSUP, MARYLA	ND 20794	
Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Permits
FINITION: Record Series: a group of related re	ecords normally filed and use	d as a unit for reference	as well as retention & disposition purpose
4. Record Series Title			5. Earliest Year / Latest Y
Building Permits			1960 to Presen:
6. Record Series Description	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>		
(Briefly describe the types of information/doc	uments/forms found in the se	eries. Include the purpose	e or function of the series.)
File can contain all or some of the fo U & O's, Pre-Approval forms from Forest Conservation Documents, Che	Health Dept., Electrical	Permit, Plumbing 1	Permit, Utility Permits,
7. Record Series Format(s)	8. Record S	eries Sequence	9. Volume 15,00
			Numl
Letter Size Microfilm	ı Alpha	abetical	File Drawer(s)
			Microfilm Reel(s)
x Legal Size Compute	er Tape x Num	erical	Computer Tape(s)
	Ch		Other (specify)
Bound Book Floppy D	olsk Chro	nological	10. Annual 1,
Audio Tape Video Ta	pe Geog	graphical	Accumulation Numb
Other (specify)	Othe	er (specify)	File Drawer(s)
		(5) 55.77	Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	es inactive after
x Daily Weekly M	onthly	∬ Monti	n(s) Year(s)
		Ai	ter U & O is issued
, ,	ing, Floor, Room)		ries duplicated elsewhere?
Planning & Growth Management		Yes x	No (If yes, specify agency or of
2nd Floor, County Government Buil	ding	X	
La Plata, Maryland 20646		X 40 0 44 0	
15. Access Restrictions Yes x No (If yes, cite law)		16. Audit Requi	rements x None
	s) and regulation(s))	State	Federal Independent
x x		State	County
17. Is an index system used?		18. Recommen	
x Yes No		IF.	il local law is changed then propos
(If yes, explain briefly and describe any hardy	vare/software)	a 5 year retenti	_
x AS400 Computer Software		_	
x			
19. Name and Title of Preparer	20. Telephone Nun	nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			
,	1		T. Control of the Con

Instructions – Type or print a separate form for each new or		GENERAL SERVIC	CES AGENCY RECORDS INVENTORY	
revised record series.	7275 WATERLOO ROAD		Page 30 of 55	
	JESSUP, MARYLAND 20794			
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Gro	wth Mgt.	Permits	
DEFINITION: Record Series: a group of related re	cords normally filed and use	d as a unit for reference a		
4. Record Series Title			5. Earliest Year / Latest Year	
Plans of File			1996 to Present	
6. Record Series Description				
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)	
Construction Drawings & Plan Revie same single family dwelling on a diffe		s are kept on file sho	ould the builder construct the	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 230 Number	
Letter Size Microfilm	Alpha	betical	File Drawer(s)	
Letter Size Information		ibedeal .	Microfilm Reel(s)	
x Legal Size Compute	r Tape Nume	erical	Computer Tape(s)	
			x Other (specify)	
Bound Book Floppy D	isk Chror	nological	3 drawers of lateral cabinets	
			10. Annual	
Audio Tape Video Ta	ape Geographical		Accumulation Number	
Other (specify)	x Other (specify)		File Drawer(s)	
			Microfilm Reel(s)	
	By Bu	ilder	Computer Tape(s)	
			Other (specify)	
11. File is used:	anth.h.	12. File become	il	
Daily X Weekly M	onthly	Month	· · · · · · · · · · · · · · · · · · ·	
13. Current Location(s) (Buildi	ng, Floor, Room)	only when CABO Code changes 14. Is record series duplicated elsewhere?		
Planning & Growth Management	119, 1 1001, 1100111)	Yes x No (If yes, specify agency or office)		
2nd Floor, County Government Buil	ding	x		
La Plata, Maryland 20646		x		
15. Access Restrictions		16. Audit Requir	ements x None	
Yes x No (If yes, cite law(s) and regulation(s))			
x		State Federal Independent		
X		County		
17. Is an index system used? x Yes No		18. Recommended retention Retain for life of building, then destroy.		
(If yes, explain briefly and describe any hardw	rare/software)	Retain for inc of	building, then destroy.	
x a notebook is kept which reference				
x of house	, r			
19. Name and Title of Preparer	20. Telephone Num	ıl ıber	21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM	301:043-0370		JA121170	
Assi. to Director, I Om		•		

Instructions - Type or print a			CES AGENCY RECORDS INVENTORY
separate form for each new or		GEMENT DIVISION	
revised record series.	7275 WATERLOO JESSUP, MARYLAI		Page <u>31</u> of55
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Permits
DEFINITION: Record Series: a group of related re	cords normally filed and used	as a unit for reference a	s well as retention & disposition purposes.
4. Record Series Title	·		5. Earliest Year / Latest Year
Site Plan Folders			to Present
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the ser	ries. Include the purpose	or function of the series.)
Expandable folders containing site pl	an application, site plar	ı, correspondence.	
·			
7. Record Series Format(s)	9 Pacord Se	eries Sequence	9. Volume 10
7. Record Selles Politial(s)	O. Necola Se	mes Sequence	Number
Letter Size Microfilm	Alpha	betical	x File Drawer(s)
		•	Microfilm Reel(s)
x Legal Size Compute	er Tape x Nume	erical	Computer Tape(s)
Const Bank C Floors D	Chror	!:	Other (specify)
Bound Book Floppy D	Disk Chronological		10. Annual 2
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Othe	r (specify)	x File Drawer(s)
		(4, 25)	Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is used:		12. File becomes	s inactive after
l — — — —	onthly	Month	i
, , , ,	ng, Floor, Room)		ies duplicated elsewhere?
Planning & Growth Management	••		No (If yes, specify agency or office)
2nd Floor, County Government Buil La Plata, Maryland 20646	ding	×	•
15. Access Restrictions		x 16. Audit Require	ements x None
ll '	s) and regulation(s))	10.7144111104411	There's a second
x	,,	State	Federal Independent
x			County
17. Is an index system used?		18. Recommended retention	
Yes x No		Retain for 10 year	ars, then destroy
(If yes, explain briefly and describe any hardw	/are/soπware)		
x x			·
•			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVI	CES AGENCY RECORDS INVENTORY
separate form for each new or	RECORDS MANA	GEMENT DIVISION	
revised record series.	7275 WATERLOO	ROAD	Page 32 of 55
	JESSUP, MARYLA		
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	vth Mgt.	Permits
	J	J	
DEFINITION: Record Series: a group of related re	cords normally filed and used	l as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Year
Commercial Construction Plan	IS		1986 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	iments/forms found in the ser	ries. Include the purpose	or function of the series.)
Architectual plans for commercial by	ıildings.		
·			
7. Record Series Format(s)	8 Pecord Se	ries Sequence	9. Volume 200
7. Necord Series Format(s)	o. Necola Se	iles Sequence	Number
Letter Size Microfilm	Alpha	betical	File Drawer(s)
Viloroimin	Aipria	Dedoai	Microfilm Reel(s)
Legal Size Compute	r Tape Nume	erical	Computer Tape(s)
		,,,oui	x Other (specify)
Bound Book Floppy D	isk Chron	nological	rolled plans
Commonwealth			10. Annual
Audio Tape Video Ta	pe Geoa	raphical	Accumulation Number
	,	· · · F · · · · ·	
x Other (specify)	x Othe	r (specify)	File Drawer(s)
		• • • • • • • • • • • • • • • • • • • •	Microfilm Reel(s)
rolled architectual plans	no ord	ler	Computer Tape(s)
		<u> </u>	Other (specify)
11. File is used:		12. File become	
Daily Weekly X M	onthly	Month	(s) Year(s)
11	ng, Floor, Room)		ies duplicated elsewhere?
Planning & Growth Management	•		No (If yes, specify agency or office)
2nd Floor, County Government Buil La Plata, Maryland 20646	aing	X	
15. Access Restrictions		x 16. Audit Requir	ements x None
	s) and regulation(s))	10. Addit Nequil	efficies X None
x	s) and regulation(s))	State	Federal Independent
x		County	
17. Is an index system used?		18. Recommended retention	
Yes x No			building, then destroy.
(If yes, explain briefly and describe any hardware/software)			
X			
x			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			
1 1001. 10 2 1/ 0010/, 1 01/1			

Instructions – Type or print a separate form for each new or		GENERAL SERVIO GEMENT DIVISION	CES AGENCY RECORDS INVENTORY
revised record series.	7275 WATERLOO		i i
revised record series.	JESSUP, MARYLA		Page <u>33</u> of <u>55</u>
1. Department/Agency	2. Division	110 20754	3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mot	Permits
Charles County Cover	Training & Gro	ven mee.	1 CI MILES
DEFINITION: Record Series: a group of related re	cords normally filed and used	I as a unit for reference a	s well as retention & disposition purposes.
4. Record Series Title			5. Earliest Year / Latest Year
Privitized Contracts			1994 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the ser	ries. Include the purpose	or function of the series.)
	_		
Copies of daily assignments, approva			
Reconciliation papers and copies of a	pproved paid invoices.	Copies of completed	payments per month.
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 1/2
			Number
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)
	_		Microfilm Reel(s)
Legal Size Compute	r Tape Nume	rical	Computer Tape(s)
David Baak David	:-!		Other (specify)
Bound Book Floppy D	isk x Chron	iological	10. Annual 14
Audio Tape Video Ta	ne Geog	raphical	Accumulation Number
Addio Tape Unico Ta	pe Geog	гаргисаг	Accumulation
Other (specify)	Othe	r (specify)	File Drawer(s)
		· · · //	Microfilm Reel(s)
			Computer Tape(s)
			x Other (specify)
			folders
11. File is used:	41-h .	12. File become	
Daily Weekly x M	onthly	Month	(s) Year(s)
13. Current Location(s) (Buildi	ng, Floor, Room)	14 is record ser	ies duplicated elsewhere?
Planning & Growth Management	119, 1 1001, 1 (0011)		No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	x	(,,.,,,,,,,
La Plata, Maryland 20646			
15. Access Restrictions		16. Audit Requir	ements x None
Yes X No (If yes, cite law(s) and regulation(s))		
<u>x</u>		State	Federal Independent
X 12.1		19 Danamana	County
17. Is an index system used?		18. Recommend	rs after termination of contract, then
Yes x No		destroy.	is after ter immation of contract, then
(If yes, explain briefly and describe any hardware/software) x		destroy.	
x			
	, ,		
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			

Instructions – Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or		GEMENT DIVISION	1
revised record series.	7275 WATERLOC JESSUP, MARYLA		Page <u>34</u> of
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Permits
-			
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Year
Complaint Files			to Present
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series)
(Shorry Costales the types of information)		moo. monace me perpese	3. 12. 13. 3. 4. 13. 33.133.1,
Complaint records - complaint form	field report, pictures,	correspondence, follo	ow-up reports. For investigation
of illegal construction or code violati	ons.		
			·
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 4
		·	Number
Letter Size Microfilm	Alpha	betical	x File Drawer(s)
		t 1	Microfilm Reel(s)
x Legal Size Compute	er Tape x Nume	ericai	Computer Tape(s) Other (specify)
Bound Book Floppy D	isk Chron	nological	Guier (specify)
		10.0g.0d.	10. Annual 1/2
Audio Tape Video Ta	pe Geog	raphical	Accumulation Number
Other (specify)	Othe	r (specify)	x File Drawer(s)
			Microfilm Reel(s) Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	
x Daily Weekly M	onthly	Month	(s) <u>1</u> Year(s)
13. Current Location(s) (Build	ng, Floor, Room)	14 is record ser	ies duplicated elsewhere?
Planning & Growth Management	ng, rioor, (300m)		No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	x	
La Plata, Maryland 20646		x	
15. Access Restrictions		16. Audit Requir	ements x None
	s) and regulation(s))		Cadaaa Ciidaaaadaa
X		State	Federal Independent
x 17. Is an index system used?		County 18. Recommended retention	
Yes x No		13	rs after complaint received, then
(If yes, explain briefly and describe any hardware/software)		destroy.	•
x			
x			·
19. Name and Title of Preparer	20. Telephone Num	ll nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM	301 043 0370		J. 2.1.20
Assi. to Director, I OM	1		

Instructions – Type or print a			CES AGENCY RECORDS INVENTORY
separate form for each new or revised record series.	7275 WATERLOC	AGEMENT DIVISION	Page 35 of 55
revised resord series.	JESSUP, MARYLA		1 age <u>33</u> 01
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Permits
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a	as well as retention & disposition purposes.
4. Record Series Title			5. Earliest Year / Latest Year
Zoning Certificates & Home O	ccupations		1988 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)
Various certificates for use home or	cupations sign permits	ata	
Various certificates for use, home oc	cupations, sign permits,	, etc.	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 3
		t 4! 1	Number
Letter Size Microfilm	Alpha	betical	x File Drawer(s) Microfilm Reel(s)
x Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)
			Other (specify)
Bound Book Floppy D	Disk Chronological		10. Annual .50
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Other (specify)		x File Drawer(s)
	Carer (openity)		Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is used:		12. File become	
x Daily Weekly M	onthly	Month	(s) 3 Year(s)
13. Current Location(s) (Build	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
Planning & Growth Management		Yes x	No (If yes, specify agency or office)
2nd Floor, County Government Buil La Plata, Maryland 20646	ding	X X	
15. Access Restrictions		16. Audit Requir	ements x None
Yes x No (If yes, cite law(s) and regulation(s))		
x		State Federal Independent	
x 17. Is an index system used? 18.		County 18. Recommended retention	
Yes x No		if	rs, then destroy.
(If yes, explain briefly and describe any hardv	rare/software)		
x			
19. Name and Title of Preparer	20. Telephone Num	nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			

Instructions – Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or revised record series.		GEMENT DIVISION	1
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>36</u> of55
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Permits
DEFINITION: Record Series: a group of related records normally filed and used as a unit for			
4. Record Series Title			5. Earliest Year / Latest Year
Building Statistics			to Present
6. Record Series Description			
(Briefly describe the types of information/docu	uments/forms found in the se	ries. Include the purpose	or function of the series.)
File may include some or all of the fo	ollowing: building Porm	nite Icenad Ruilding	Permits Deseived Ruilding
Permit Revenue, Use & Occupancies			
Permits Issued, FY Building Permits			
F.W. Dodge Reports, Census Bureau	reports.		
	•		,
7. Record Series Format(s)	8 Record Se	eries Sequence	9. Volume .50
7. (Coold Oches) ormal(s)	0.1100014 00	ines ocqueinee	Number
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)
	_		Microfilm Reel(s)
x Legal Size Compute	er Tape Nume	erical	Computer Tape(s)
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Bound Book Floppy b	isk <u>x</u> Chror	lological	10. Annual 1
Audio Tape Video Ta	pe Geog	raphical	Accumulation Number
Other (specify)	Othe	r (specify)	File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
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11. File is used:		12. File become	i
! _	onthly	Month	
, , ,	ng, Floor, Room)	·	ies duplicated elsewhere?
Planning & Growth Management 2nd Floor, County Government Buil	dina		No (If yes, specify agency or office)
La Plata, Maryland 20646		x x	
15. Access Restrictions		16. Audit Requir	ements x None
Yes x No (If yes, cite law(s) and regulation(s))			
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x 17. Is an index system used?		County 18. Recommended retention	
Yes x No			sfer periodically to the Maryland
(If yes, explain briefly and describe any hardware/software)		State Archives.	
x			
х ,			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			

Instructions — Type or print a separate form for each new or revised record series. RECORDS MANAGEMENT DIVISION revised record series. 1. Department/Agency 2. Division Planning & 3. Unit/Program Planning & Type or print a separate form for each new or revised record series. 2 group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 4. Record Series a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 4. Record Series a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 5. Earliest Year / Latest Year Demographic Info & Demographic Newsletter 5. Earliest Year / Latest Year Only Present 1790 to				
revised record series. JESSUP, MARYLAND 20794 Page 37 of 55				
JESSUP, MARYLAND 20794	separate form for each new or	RECORDS MANA	GEMENT DIVISION	
1. Department/Agency Charles County Govt. Planning & Growth Mgt. Planning & Growth Management 2nd Floor, County over mental forms found in the series. Include the purpose or function of the series.) 7. Record Series Description (Briefly describe the types of Information/documenta/forms found in the series. Include the purpose or function of the series.) County , State, Metro Area, So. Md. region & National / Global Statistical info. 7. Record Series Format(s) 8. Record Series Sequence Alphabetical X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tap	revised record series.			Page <u>37</u> of <u>55</u>
Charles County Govt. Planning & Growth Mgt. Planning			ND 20794	
DEFINITION: Recard Series a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 4. Record Series Title Demographic Info & Demographic Newsletter 5. Earliest Year / Latest Year 1790 to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) County , State, Metro Area, So. Md. region & National / Global Statistical info. 7. Record Series Format(s) 8. Record Series Sequence 9. Volume 2. Number X File Drawer(s) Microfilm Reel(s) Computer Tape Numerical Computer Tape(s) Compute				
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4. Record Series Title Demographic Info & Demographic Newsletter 5. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) County , State, Metro Area, So. Md. region & National / Global Statistical info. 7. Record Series Format(s) X Letter Size				
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Legal Size	x Letter Size Microtilm	Alpna	Detical	
X Bound Book Floppy Disk Chronological X Other (specify) bookcase 10. Annual 1 Accumulation Number	V Legal Size Compute	or Tana Nume	orical	```
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Other (specify) Other (specify) The property of the property	Audio Tape Video Ta	ape x Geographical		
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Computer Tape(s) Other (specify)	Other (specify)	Other (specify)		
11. File is used: X Daily				```
11. File is used: X Daily			n. i	
X Daily Weekly Monthly Month(s) Year(s) never				Other (specify)
X Daily Weekly Monthly Month(s) Year(s) never	11 File is used:		12 File become	o inactivo after
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 15. Access Restrictions Yes x No (If yes, specify agency or office) x x 16. Audit Requirements None State Federal x Independent County 17. Is an index system used? 18. Recommended retention Permanent, transfer periodically to the Maryland State Archives. 19. Name and Title of Preparer Joyce A. Schmidt 20. Telephone Number 21. Date Joyce A. Schmidt 24. Is record series duplicated elsewhere? Yes x No (If yes, specify agency or office) x x x 18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.	l — — —	onthly	L .	3
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646 15. Access Restrictions Yes X No (If yes, specify agency or office) X X X 16. Audit Requirements None 17. Is an index system used? X Yes No (If yes, explain briefly and describe any hardware/software) X classified by above categories X 19. Name and Title of Preparer Joyce A. Schmidt 20. Telephone Number 21. Date Joyce A. Schmidt 20. Telephone Number 21. Date 01/27/98	X Daily Weekly W	Onday .		
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17. Is an index system used? X Yes No Permanent, transfer periodically to the Maryland	!			
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x classified by above categories x 19. Name and Title of Preparer Joyce A. Schmidt 20. Telephone Number 21. Date 01/27/98			1	biot portobleany to the Maryland
19. Name and Title of Preparer 20. Telephone Number 21. Date Joyce A. Schmidt 301-645-0576 01/27/98		· · · · · · · · · · · · · · · · · · ·		•
Joyce A. Schmidt 301-645-0576 01/27/98				
Joyce A. Schmidt 301-645-0576 01/27/98				
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Asst. to Director, PGM	Joyce A. Schmidt	301-645-0576	•	01/27/98
	Asst. to Director, PGM		•	

Instructions – Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or revised record series.	RECORDS MANA	GEMENT DIVISION	Page 38 of ⁵⁵
··	JESSUP, MARYLA		Fage 38 01 33
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Planning
DEFINITION: Record Series: a group of related re	ecords normally filed and used	d as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Year
Consultant Contract Files			1996 to Present
6. Record Series Description			
(Briefly describe the types of information/doc	uments/forms found in the se	ries, Include the purpose	or function of the series.)
Files that contain copies of purchase	orders and corresponde	ence on consultant co	ontract projects.
		•	
		•	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume I
			Number
x Letter Size Microfilm	ı Alpha	betical	File Drawer(s)
Legal Size Compute	er Tape Nume	erical	Microfilm Reel(s) Computer Tape(s)
cogui oize	, rape	,110ai	x Other (specify)
Bound Book Floppy E	oisk x Chror	nological	folder
			10. Annual 1
Audio Tape Video Ta	ipe Geog	raphical	Accumulation Number
Other (specify)	Other (specify)		File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s) x Other (specify)
			folder
11. File is used:		12. File become	1
Daily Weekly x M	onthly	Month(s) 5 Year(s)	
13. Current Location(s) (Build	ing, Floor, Room)	after completion 14. Is record series duplicated elsewhere?	
Planning & Growth Management	ing, 1 1001, 1300111 <i>)</i>	x Yes	No (If yes, specify agency or office)
2nd Floor, County Government Bui	ding	x partly in purc	
La Plata, Maryland 20646		X	
15. Access Restrictions Yes x No (If yes, cite law)	(a) and requisition(a))	16. Audit Requir	ements None
Yes x No (If yes, cite law(s) and regulation(s))		State	Federal x Independent
x		County	
17. Is an index system used?		18. Recommended retention	
Yes x No		,,	rs after contract is closed and until ments have been fulfilled, then
(If yes, explain briefly and describe any hardware/software) x		destroy.	ments have been fulfilled, then
x	•		
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM	301-043-0370		

Instructions Type or print a			ES AGENCY RECORDS INVENTORY	
separate form for each new or		GEMENT DIVISION		
revised record series.	7275 WATERLOC JESSUP, MARYLA		Page <u>39</u> of	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Planning	
DEFINITION: Record Series: a group of related re	cords normally filed and used	i as a unit for reference a		
4. Record Series Title			5. Earliest Year / Latest Year	
Adequate Public Facilities Con	ımittee Files	,	1994 to Present	
6. Record Series Description				
(Briefly describe the types of information/docu	iments/forms found in the sei	ries. Include the purpose	or function of the series.)	
n			,	
Record of APF Committee, including	minutes; agendas; repo	ort of committee; and	d any associated	
documents / information.				
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 1	
			Number	
x Letter Size Microfilm	n Alphabetical		File Drawer(s)	
	- -		Microfilm Reel(s)	
x Legal Size Compute	er Tape Numerical		Computer Tape(s) x Other (specify)	
Bound Book Floppy D	Niels Channels sized		x Other (specify) expanding file	
Bodild Book Floppy D	Disk Chronological		10. Annual 1	
Audio Tape Video Ta	pe Geographical		Accumulation Number	
Other (specify)	Other (specify)		File Drawer(s)	
Other (specify)	Other (specify)		Microfilm Reel(s)	
	N/A		Computer Tape(s)	
			x Other (specify)	
			expanding file	
11. File is used:		12. File become		
Daily Weekly x M	onthly	Month(s)Year(s)		
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record series duplicated elsewhere?		
Planning & Growth Management		Yes x No (If yes, specify agency or office)		
2nd Floor, County Government Building x				
La Plata, Maryland 20646 x				
15. Access Restrictions Yes x No (If yes, cite law(c) and regulation(c))	16. Audit Requirements None		
Yes X No (If yes, cite law(s) and regulation(s))		State Federal x Independent		
x		County		
17. Is an index system used?		18. Recommended retention		
Yes x No		Permanent, transfer periodically to the Maryland		
(If yes, explain briefly and describe any hardy	/are/software)	State Archives.		
x				
x	:			
19. Name and Title of Preparer	20. Telephone Num	iber	21. Date	
Joyce A. Schmidt	301-645-0576	in of	01/27/98	
Asst. to Director, PGM	201-042-02/0		VIIZIIJU	
Assi. to Director, FUM				

Instructions – Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or		GEMENT DIVISION	<u> </u>
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>40</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Planning
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Year
Planning Commission Minute	Books		1958 to Present
6. Record Series Description			
(Briefly describe the types of information/docu	ments/forms found in the se	ries. Include the purpose	or function of the series.)
Planning Commission minutes of Cor	nmission meetings inclu	des agendas.	
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 27
, , , , , , , , , , , , , , , , , , ,			Number
x Letter Size Microfilm	Alpha	betical	File Drawer(s)
			Microfilm Reel(s)
Legal Size Compute	er Tape Numerical		Computer Tape(s)
			x Other (specify)
Bound Book Floppy D	Disk x Chronological		book
Audie Tee - Date Tee			10. Annual 1
Audio Tape Video Ta	ape Geographical		Accumulation Number
Other (specify)	Other (specify)		File Drawer(s)
Other (specify)	Outer (specify)		Microfilm Reel(s)
	by year		Computer Tape(s)
			x Other (specify)
			book
11. File is used:		12. File become	
Daily x Weekly M	onthly	Month	` · · · · · · · · · · · · · · · · · · ·
43 Compatible (a) (Duildi	na Flaca Bases)	n/a 14. Is record series duplicated elsewhere?	
13. Current Location(s) (Buildi Planning & Growth Management	ng, Floor, Room)		No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	X X	(if yes, specify agency of office)
La Plata, Maryland 20646			·
15. Access Restrictions		16. Audit Requir	ements None
Yes x No (If yes, cite law(s) and regulation(s))		
x [State Federal x Independent	
x		County	
17. Is an index system used?		18. Recommended retention	
Yes × No		Permanent, transfer periodically to the Maryland	
(If yes, explain briefly and describe any hardv	rare/software)	State Archives.	
X			
x	•		
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM		•	
11005. 50 257 00507, 1 0171			

separate form for each new or revised record series. 7275 WATERLOO ROAD JESSUP, MARYLAND 20794 1. Department/Agency Charles County Govt. Planning & Growth Mgt. DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 4. Record Series Title Wicomico Scenic River Commission 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Precedings of Commission meetings, Commission membership list. 7. Record Series Format(s) Alphabetical Computer Tape Alphabetical				
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DEFINITION. Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes. 4. Record Series Title Wicomico Scenic River Commission 5. Earliest Year / Latest Year 1993 to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Preceddings of Commission meetings, Commission membership list. 7. Record Series Format(s) 8. Record Series Sequence 9. Volume 1. Number X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Bound Book Floppy Disk Chronological Audio Tape Video Tape Geographical Other (specify) Other (specify) 10. Annual Accumulation Number 10. Annual Accumulation Number 10. Annual 10. Annual Accumulation Number 11. File is used: Computer Tape(s) Other (specify) 12. File becomes inactive after Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management Yes X No (If yes, specify agency or office)				
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Preceedings of Commission meetings, Commission membership list. 7. Record Series Format(s) 8. Record Series Sequence 9. Volume I Number X Letter Size Microfilm Alphabetical Legal Size Computer Tape Numerical Computer Tape(s) Other (specify) Bound Book Floppy Disk Chronological Audio Tape Video Tape Geographical Other (specify) Other (specify) Tile Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 11. File is used: Daily Weekly X Monthly 12. File becomes inactive after Month(s) Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management Yes X No (If yes, specify agency or office)				
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Precedings of Commission meetings, Commission membership list. Precedings of Commission membership l				
7. Record Series Format(s) 8. Record Series Sequence 9. Volume Number Number				
7. Record Series Format(s) 8. Record Series Sequence 9. Volume Number Number				
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x Letter Size Microfilm Alphabetical x File Drawer(s) Legal Size Computer Tape Numerical Computer Tape(s) Bound Book Floppy Disk Chronological Audio Tape Video Tape Geographical 10. Annual 1 Accumulation Number Other (specify) x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Other (specify) The computer Tape of t				
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Audio Tape				
Other (specify) Other (specify) X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 11. File is used: Daily Weekly X Monthly 12. File becomes inactive after Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management Yes X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 14. Is record series duplicated elsewhere? Yes X No (If yes, specify agency or office)				
Microfilm Reel(s) Computer Tape(s) Other (specify) 11. File is used: Daily Weekly x Monthly 12. File becomes inactive after Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management Microfilm Reel(s) Computer Tape(s) Other (specify)				
Microfilm Reel(s) Computer Tape(s) Other (specify) 11. File is used: Daily Weekly x Monthly 12. File becomes inactive after Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management Microfilm Reel(s) Computer Tape(s) Other (specify)				
11. File is used: Daily Weekly x Monthly 12. File becomes inactive after Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management Planning & Toward Series Suplicated elsewhere? Yes x No (If yes, specify agency or office)				
11. File is used: Daily Weekly x Monthly 12. File becomes inactive after Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) Planning & Growth Management Yes x No (If yes, specify agency or office)				
Daily Weekly x Monthly Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes x No (If yes, specify agency or office)				
Daily Weekly x Monthly Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes x No (If yes, specify agency or office)				
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 14. Is record series duplicated elsewhere? Yes x No (if yes, specify agency or office)				
Planning & Growth Management Yes x No (If yes, specify agency or office)				
2nd Floor, County Government Building x				
La Plata, Maryland 20646 x 15. Access Restrictions 16. Audit Requirements None				
Yes x No (If yes, cite law(s) and regulation(s))				
x State Federal x Independent				
County				
17. Is an index system used? 18. Recommended retention				
Yes x No Permanent, transfer periodically to the Maryland				
(If yes, explain briefly and describe any hardware/software) State Archives.				
x x				
19. Name and Title of Preparer 20. Telephone Number 21. Date				
Joyce A. Schmidt 301-645-0576 01/27/98				
Asst. to Director, PGM				

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVI	CES AGENCY RECORDS INVENTORY
separate form for each new or	RECORDS MANAGEMENT DIVISION		
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>42</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mgt.	Planning
•	•	3	В
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Year
Natural Resources Maps Collec	ction		to Present
6. Record Series Description			
(Briefly describe the types of information/docu	iments/forms found in the se	ries. Include the purpose	or function of the series.)
-NPDES outfall mapping on County	topo maps		
-NWI maps 7.5' quadrangles			
-Maryland Wetland Maps 7.5' quadr -Chesapeake Bay Critical Area maps			
-Chesapeake day Critical Area maps			
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 1
		·	Number
Letter Size Microfilm	Alpha	betical	File Drawer(s)
			Microfilm Reel(s)
Legal Size Compute	er Tape		Computer Tape(s)
			x Other (specify)
Bound Book Floppy D	Disk Chronological		map drawers & hangers
Nides Tens			10. Annual 1 Accumulation Number
Audio Tape Video Ta	ape x Geographical		Accumulation Number
x Other (specify)	Other (specify)		File Drawer(s)
(opcomy)	- Care (speed)		Microfilm Reel(s)
large format maps			Computer Tape(s)
			Other (specify)
<u> </u>			
11. File is used:		12. File become	;
x Daily Weekly M	onthly	Month(s) Year(s)	
13. Current Location(s) (Buildi	ng, Floor, Room)	updated as necessary 14. Is record series duplicated elsewhere?	
Planning & Growth Management	ng, Floor, Room)	l 	No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	X Yes	i ves, specify agency of office
La Plata, Maryland 20646	· · · · · · · · · · · · · · · · · · ·		
15. Access Restrictions		16. Audit Requir	ements x None
Yes X No (If yes, cite law(s) and regulation(s))			
x		State Federal Independent	
X		County	
17. Is an index system used?		18. Recommended retention	
Yes x No		Retain until updated or superseded, then destroy.	
(If yes, explain briefly and describe any hardv	rare/software)		
X			
X .			
19. Name and Title of Preparer	20. Telephone Num	nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM	001 000 0070		
Assi. to Director, I GM	1		ļ

Instructions – Type or print a separate form for each new or revised record series. DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INV RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD Page 43 of 55	
separate form for each new or RECORDS MANAGEMENT DIVISION	/ENTORY
revised record series 7275 WATERLOO ROAD Page 43 of 55	
1270 4471 LILOO 1007D 1 4ge 45 01 55	
JESSUP, MARYLAND 20794	
1. Department/Agency 2. Division 3. Unit/Program	
Charles County Govt. Planning & Growth Mgt. Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purpos	
4. Record Series Title 5. Earliest Year / Latest Y	
Zoning Enforcement Filesto Presen	<u>t</u>
6 Beard Spice Description	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)	
Property owner, property description, letter outlining zoning violation. The purpose of Zoning enforcement	
is to regulate the Charles County Zoning Ordinance for the purpose of protecting and promoting the health,	:
safety, comfort and welfare of the residents of Charles County.	
7. Record Series Format(s) 8. Record Series Sequence 9. Volume 10	
7. Record Series Format(s) 8. Record Series Sequence 9. Volume 10 Num	aber
x Letter Size Microfilm x Alphabetical x File Drawer(s)	inei
Microfilm Reel(s)	
Legal Size Computer Tape Numerical Computer Tape(s)	
Other (specify)	
Bound Book Floppy Disk Chronological	<u>.</u>
10. Annual 1	<u></u>
Audio Tape Geographical Accumulation Num	nber
Other (specify) Other (specify) x File Drawer(s)	
Microfilm Reel(s)	
Computer Tape(s)	
Other (specify)	
	;
11. File is used: 12. File becomes inactive after	
11. File is used: 12. File becomes inactive after	
x Daily Weekly Monthly 6 Month(s) Year(s)	
x Daily Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere?	office)
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes x No (If yes, specify agency or	office)
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or	office)
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes x No (If yes, specify agency or	office)
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or	office)
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or	office)
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or	office)
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or	
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or	
X Daily Weekly Monthly 6 Month(s) Year(s)	
x Daily Weekly Monthly 6 Month(s) Year(s) 13. Current Location(s) (Building, Floor, Room) 14. Is record series duplicated elsewhere? Planning & Growth Management Yes X No (If yes, specify agency or	
X Daily Weekly Monthly 6 Month(s) Year(s)	
X Daily Weekly Monthly 6 Month(s) Year(s)	
X Daily Weekly Monthly 6 Month(s) Year(s)	

Instructions - Type or print a			ES AGENCY RECORDS INVE
separate form for each new or	RECORDS MANAGEMENT DIVISION		
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>44</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Planning
DEFINITION: Record Series: a group of related re	cords normally filed and use	d as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Ye 1972 to Present
Zoning Amendment Petitions			1972 to Present
6. Record Series Description (Briefly describe the types of information/docu Amendment petitions for rezonings; charts and exhibits.			
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 283
·			Numb
x Letter Size Microfilm	Alpha	abetical	x File Drawer(s)
x Legal Size Compute	r Tape x Num	erical	Microfilm Reel(s) Computer Tape(s)
Z Legal Olze	, rupu	J. 1541	Other (specify)
x Bound Book Floppy D	isk x Chro	nological	
Audio Tape Video Ta	ne Geor	graphical	10. Annual 3 Accumulation Numb
/ video ra		, apinoai	
x Other (specify)	Othe	er (specify)	x File Drawer(s)
Plan sheets and displays			Microfilm Reel(s) Computer Tape(s)
Tian sieces and displays			Other (specify)
11. File is used:		12. File become	
x Daily Weekly M	onthly	Month	year(s)
13. Current Location(s) (Buildi	ng, Floor, Room)	·	ies duplicated elsewhere?
Planning & Growth Management			No (If yes, specify agency or off
2nd Floor, County Government Buil	ding	X	
La Plata, Maryland 20646		x 16. Audit Requir	rements x None
15. Access Restrictions Yes x No (If yes, cite law(s) and regulation(s))		16. Addit Requir	ements x None
X X	s) and regulation(s))	State	Federal Independent County
17. Is an index system used?		18. Recommended retention	
Yes X No (If yes, explain briefly and describe any hardy	vare/software)	Retain for 10 ye	ars, then destroy.
X			
x	•		
19. Name and Title of Preparer	20. Telephone Nun	 nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			
			· ·

Instructions – Type or print a			CES AGENCY RECORDS INVENTORY	
separate form for each new or		GEMENT DIVISION	·	
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>45</u> of <u>55</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Planning	
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a	is well as retention & disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
Zoning Map Amendments			1992 to Present	
6. Record Series Description (Briefly describe the types of information/docu Zoning Map Amendments requests; a maps, charts and exhibits.				
			·	
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 1	
			Number	
x Letter Size Microfilm	n Alphabetical		x File Drawer(s)	
Gamente	Alexander 1		Microfilm Reel(s)	
x Legal Size Compute	er Tape x Numerical		Computer Tape(s) Other (specify)	
x Bound Book Floppy D	Disk <u>x</u> Chronological			
Audio Tape x Video Ta	ape Geographical		10. Annual .2 Accumulation Number	
x Other (specify)	Other (specify)		x File Drawer(s)	
Plan sheets and displays			Microfilm Reel(s)	
Plan sheets and displays		·	Computer Tape(s) Other (specify)	
			Other (specify)	
11. File is used:		12. File become	s inactive after	
	onthly	Month	!	
		never		
	ng, Floor, Room)	· — —	ies duplicated elsewhere?	
Planning & Growth Management			No (If yes, specify agency or office)	
2nd Floor, County Government Buil	ding	X		
La Plata, Maryland 20646 15. Access Restrictions		x 16. Audit Require	ements None	
	s) and regulation(s))	10. Addit Requir	ements None	
X			X State Federal X Independent	
x		County		
17. Is an index system used?		18. Recommended retention		
Yes x No		Retain for 50 years, then destroy.		
(If yes, explain briefly and describe any hardw	/are/software)			
x				
x	•			
19. Name and Title of Preparer	20. Telephone Num	her	21. Date	
Joyce A. Schmidt	301-645-0576	1001	01/27/98	
Asst. to Director, PGM	001 010 0070		02,21120	

Instructions - Type or print a			ES AGENCY RECORDS INVENTORY	
separate form for each new or		GEMENT DIVISION		
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>46</u> of <u>55</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Planning	
DECINITION Decord Corious a record of related a	and a second to file dead and and		a viell as a shorthing 0 diagram in	
DEFINITION: Record Series: a group of related re 4. Record Series Title	cords normally filed and used	as a unit for reference a	5. Earliest Year / Latest Year	
Subdivision Plat Files			1959 to Present	
6. Record Series Description				
(Briefly describe the types of information/docu			or function of the series.)	
Subdivision Plat files; application, pl	ats, correspondence, rev	view		
,				
7. Record Series Format(s)	9 Paged Sa	ries Sequence	9. Volume 12	
7. Record Series Format(s)	o, Record Se	nes Sequence	Number	
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)	
			Microfilm Reel(s)	
x Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)	
			x Other (specify)	
Bound Book Floppy D	Disk x Chronological		storage boxes 10. Annual 17	
Audio Tape Video Ta	ape Geographical		Accumulation Number	
x Other (specify)	Other (specify)		x File Drawer(s)	
			Microfilm Reel(s)	
Maps & Plat Sheets			Computer Tape(s)	
			Other (specify)	
11. File is used:		12. File become	s inactive after	
x Daily Weekly M	onthly	Month	(s) Year(s)	
		never		
	ng, Floor, Room)		d series duplicated elsewhere?	
Planning & Growth Management 2nd Floor, County Government Buil	dina	x Yes	No (If yes, specify agency or office) ded plat in Land Records, Courthouse	
La Plata, Maryland 20646	1 . ,		ded plat in Land Necolds, Coulthouse	
		16. Audit Requir	ements X None	
Yes x No (If yes, cite law(II			
X	x [State Federal Independent	
X		County 18 Pacamendad retartion		
17. ls an index system used? Yes x No		18. Recommended retention Retain until updated or superseded, then destroy.		
(If yes, explain briefly and describe any hardy	vare/software)	Recam unen apa	ated of superseded, then destroy.	
x	,	- •		
x				
40 N	00 7 1 1	1	24 8-4-	
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM	!		·	

Instructions Type or print a			ES AGENCY RECORDS INVENTORY	
separate form for each new or		GEMENT DIVISION		
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>47</u> of <u>55</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Gro	wth Mgt.	Planning	
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a		
4. Record Series Title			5. Earliest Year / Latest Year	
Preliminary Subdivision Plans			1976 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the Preliminary plans of subdivisions; initial land development proposals, a reviews.			*	
7. Record Series Format(s)	0 0	rios Saguenes	9. Volume 15	
7. Record Series Format(s)	o. Record Se	eries Sequence	9. Volume 15 Number	
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)	
			Microfilm Reel(s)	
x Legal Size Compute	er Tape x Numerical		Computer Tape(s)	
x Bound Book Floppy D	isk x Chronological		Other (specify)	
Audio Tape Video Ta	pe Geographical		10. Annual Accumulation Number	
x Other (specify)	Other (specify)		x File Drawer(s) Microfilm Reel(s)	
Mans & Plan Sheets	Maps & Plan Sheets		Computer Tape(s)	
iviaps & Fian Sheets			Other (specify)	
11. File is used:		12. File become		
x Daily Weekly Mo	onthly	Month	(s) Year(s)	
13. Current Location(s) (Buildi	ng, Floor, Room)	never 14. Is record series duplicated elsewhere?		
Planning & Growth Management	ng, Floor, Room)	X Yes No (If yes, specify agency or office)		
2nd Floor, County Government Build	ding	x		
La Plata, Maryland 20646	•	x		
15. Access Restrictions		16. Audit Requirements x None		
Yes x No (If yes, cite law(s) and regulation(s))		Contraction Contraction		
X		State Federal Independent County		
x 17. ls an index system used?		18. Recommended retention		
Yes x No		Retain for 10 years, then destroy.		
(If yes, explain briefly and describe any hardw	rare/software)	,		
x			,	
x				
19. Name and Title of Preparer	20. Telephone Num	nber	21. Date	
Joyce A. Schmidt	301-645-0576	- ,	01/27/98	
Asst. to Director, PGM				
11001. 10 20 0001, 1 0111				

Instructions – Type or print a			ES AGENCY RECORDS INVE
separate form for each new or	RECORDS MANA	AGEMENT DIVISION	<u> </u>
revised record series.	7275 WATERLOO JESSUP, MARYLA		Page <u>48</u> of <u>55</u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Planning
FINITION: Record Series: a group of related re	ecords normally filed and use	d as a unit for reference	
4. Record Series Title			5. Earliest Year / Latest Y
Zoning Text Amendments		•	1992 to Present
6. Record Series Description			
(Briefly describe the types of information/doct Amendment proposals for Zoning Or			
Amendment proposals for Zonnig Of	umance, primarny text	correspondence, ou	it may include charts and exhibite
	4		
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 2
(-,		1	Numi
x Letter Size Microfilm	Alpha	abetical	x File Drawer(s)
			Microfilm Reel(s)
x Legal Size Compute	r Tape x Num	erical	Computer Tape(s)
C company	interior Chan	!!	Other (specify)
x Bound Book Floppy D	isk x Chro	nological	10. Annual .2
Audio Tape Video Ta	pe Geog	raphical	Accumulation Numb
x Other (specify)	Othe	er (specify)	x File Drawer(s)
			Microfilm Reel(s)
Plan sheets & displays		·	Computer Tape(s)
			Other (specify)
11. File is used:	<u> </u>	12. File become	s inactive after
x Daily Weekly M	onthly	Month	n(s) Year(s)
(2.0)		never	
13. Current Location(s) (Buildi Planning & Growth Management	ng, Floor, Room)		ries duplicated elsewhere? No (If yes, specify agency or of
2nd Floor, County Government Buil	ding	X res X	(if yes, specify agency of or
La Plata, Maryland 20646		x	
15. Access Restrictions		16. Audit Requir	ements None
Yes x No (If yes, cite law(s) and regulation(s))		
X X		x State	Federal Independent County
17. Is an index system used?		18. Recommend	
Yes x No		Retain for 50 ye	ars, then destroy.
(If yes, explain briefly and describe any hardy ${\bf x}$	vare/sonware)		
X			
19. Name and Title of Preparer	20. Telephone Nun	 nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			
11000 10 20 11 CC101 , 1 CH1	I .		1

Instructions Type or print o	DEDARMENT OF	OCNEDAL SEDVIC	SEC. ACENOV DECORDO INIVENTORY	
Instructions – Type or print a separate form for each new or	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION			
revised record series.	7275 WATERLOO ROAD		Page 49 of 55	
	JESSUP, MARYLAND 20794			
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Planning	
DEFAURION: Beautiful Control of the Land				
DEFINITION: Record Series: a group of related re 4. Record Series Title	cords normally filed and used	as a unit for reference a	5. Earliest Year / Latest Year	
Planning Grants (i.e., CZM, C	hes, Bay Critical A	rea. etc.	to Present	
ramming oranio (not, ozna, c	moor buy or mour in			
6. Record Series Description		<u></u> -		
(Briefly describe the types of information/docu		ries. Include the purpose	or function of the series.)	
Each file may contain some or all of	-			
FY Grant Documents, contracts, rep	orts, billing information	ı, etc.		
			·	
7. Record Series Format(s)	8 Record Se	ries Sequence	9. Volume	
7. Precord Genes 1 Simal(s)	0.1100014 00	illes ocquerios	Number	
x Letter Size Microfilm	n Alphabetical		x File Drawer(s)	
			Microfilm Reel(s)	
Legal Size Compute	er Tape		Computer Tape(s)	
Bound Book Floppy D	int Chror	ralagical	Other (specify)	
Bound Book Floppy D	Disk x Chronological		10. Annual	
Audio Tape Video Ta	ape Geographical		Accumulation Number	
Other (specify)	Other (specify)		x File Drawer(s)	
			Microfilm Reel(s) Computer Tape(s)	
·			Other (specify)	
11. File is used:		12. File becomes		
Daily x Weekly M	onthly	Month	(s)Year(s)	
13. Current Location(s) (Buildi	ng, Floor, Room)	14 is record seri	es duplicated elsewhere?	
Planning & Growth Management	19,7 1001, 1(0011)		No (If yes, specify agency or office)	
	2nd Floor, County Government Building			
La Plata, Maryland 20646		x		
15. Access Restrictions		16. Audit Require	ements None	
Yes x No (If yes, cite law(s) and regulation(s))		x State x Federal x Independent		
X X		X State X	County	
17. Is an index system used?		18. Recommended retention		
Yes x No		Retain until grants are closed plus 5 years and		
(If yes, explain briefly and describe any hardw	rare/software)	until all audit requirements have been fulfilled, then		
X		destroy.		
X	•			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date	
Joyce A. Schmidt	301-645-0576	•	01/27/98	
Asst. to Director, PGM		•		

Instructions – Type or print a			CES AGENCY RECORDS INVENTORY	
separate form for each new or		GEMENT DIVISION		
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>50</u> of <u>55</u>	
Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Grov	wth Mgt.	Planning	
DEFINITION: Record Series: a group of related re	cords normally filed and used	d as a unit for reference a		
4. Record Series Title			5. Earliest Year / Latest Year	
Water, Sewer, & Solid Waste	Planning		1990 to Present	
6. Record Series Description (Briefly describe the types of information/docu Comprehensive Water, Sewer and So implementation files.			· · · · · · · · · · · · · · · · · · ·	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 4	
			Number	
x Letter Size Microfilm	x Alpha	ibetical	x File Drawer(s)	
Gamputa	r Tong	prical	Microfilm Reel(s) Computer Tape(s)	
x Legal Size Compute	er Tape Numerical		Other (specify)	
Bound Book X Floppy D	Disk Chronological		Outer (specify)	
	Gill of to logical		10. Annual	
Audio Tape Video Ta	ape Geographical		Accumulation Number	
Other (specify)	Other (specify)		x File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
		10 = 1		
11. File is used:		12. File become		
Daily x Weekly M	onthly	Month(s)Year(s)		
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record series duplicated elsewhere?		
Planning & Growth Management	ing, 1 1001, 1 10011.)		No (If yes, specify agency or office)	
2nd Floor, County Government Buil	ding	X		
La Plata, Maryland 20646 x		x		
15. Access Restrictions		16. Audit Requir	ements x None	
Yes x No (If yes, cite law(s) and regulation(s))				
x .		State Federal Independent		
X		County		
17. Is an index system used?		18. Recommended retention Retain until project is completed plus 5 years and		
Yes x No (If yes, explain briefly and describe any hardy	are/software)			
(if yes, explain briefly and describe any hardy	al a solivial e)	until all audit requirements have been fulfilled, then destroy.		
x		,		
			·	
19. Name and Title of Preparer	20. Telephone Num	nber	21. Date	
Joyce A. Schmidt	301-645-0576	,	01/27/98	
Asst. to Director, PGM				

Instructions – Type or print a separate form for each new or		١	CES AGENCY RECORDS INVENTORY	
revised record series.	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		Page <u>51</u> of 55	
1.0	JESSUP, MARYLAND 20794		2.11.110	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Growth Mgt.		Planning	
DEFINITION: Record Series: a group of related re	ecords normally filed and use	d as a unit for reference a		
4. Record Series Title			5. Earliest Year / Latest Year	
Ag. Files, Transfer Rights, Forest Legacy, Etc.			1980 to Present	
6. Record Series Description				
(Briefly describe the types of information/doct	uments/forms found in the se	ries. Include the purpose	or function of the series.)	
- Ag. Preservation			- Ag. Misc. (memo's ltrs.)	
- Ag. Preservation Easement Propert	ties	<u>-</u>	Sludge Mis. (memo's ltrs.)	
- Transfer of Development Rights ser	nding/receiving	- O	ff site forest mitigation	
- Forest Legacy Program		- So. Md.	Ag. Comm. (meetings, committees, etc.)	
		· · · · · · · · · · · · · · · · · · ·	2.77	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume Number	
x Letter Size Microfilm	Alpha Alpha	betical	x File Drawer(s)	
X Letter Size	x Alpha	ibelicai	Microfilm Reel(s)	
x Legal Size Compute	r Tape x Nume	erical	Computer Tape(s)	
			Other (specify)	
Bound Book Floppy D	isk Chroi	nological	boxes & library shelf	
			10. Annual	
Audio Tape Video Ta	pe Geog	raphical	Accumulation Number	
Other (specify)	Other (specify)		x File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11, File is used:		12 File become	s inactive after	
	onthly	12. File becomes inactive after Month(s) Year(s)		
X Daily Weekly W				
13. Current Location(s) (Build	ng, Floor, Room)	14. Is record series duplicated elsewhere?		
		!!	No (If yes, specify agency or office)	
2nd Floor, County Government Building x		·		
La Plata, Maryland 20646 x				
15. Access Restrictions 16. Audit Requirements x None			ements x None	
·	s) and regulation(s))] c . d	
		State Federal Independent		
x -17. Is an index system used?		County 18. Recommended retention		
II 11		Screen annually. Destroy material having no further		
		administrative, fiscal, legal or operational value. Retain		
		permanently any material that serves to document the origin		
		development, and accomplishments of the agency.		
			ly to Md. State Archives.	
19. Name and Title of Preparer	20. Telephone Number		21. Date	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM				

Instructions – Type or print a	DEPARTMENT OF	GENERAL SERVI	ES AGENCY RECORDS INVE
separate form for each new or		AGEMENT DIVISION	
revised record series.	7275 WATERLOO	ROAD	Page 52 of 55
	JESSUP, MARYLA	ND 20794	<u> </u>
1. Department/Agency	2. Division		3. Unit/Program
Charles County Govt.	Planning & Gro	wth Mgt.	Planning
DEFINITION: Record Series: a group of related re	ecords normally filed and use	d as a unit for reference a	
4. Record Series Title			5. Earliest Year / Latest Y
Census 2000			to Present
6. Record Series Description	umanta/farma faund in the co	rice Include the nurses	or function of the entire \
(Briefly describe the types of information/doc	uments/forms found in the se	ries, include the purpose	or function of the series.)
Correspondence on projects relating	to uncoming decennial	census.	
correspondence on projects relating	to apcoming accomman	consus.	
`			
	·		
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume 1
x Letter Size Microfilm	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	abetical	Numl File Drawer(s)
x Letter Size Microfilm		ibelicai	Microfilm Reel(s)
Legal Size Compute	er Tape Nume	erical	Computer Tape(s)
			x Other (specify)
Bound Book Floppy D	oisk x Chro	nological	expanding file
			10. Annual
Audio Tape Video Ta	ipe Geog	_j raphical	Accumulation Numb
Other (specify)	Othe	er (specify)	File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s) x Other (specify)
			varies
11. File is used:		12. File become	
11	onthly	Month	
			,
13. Current Location(s) (Build	ing, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
Planning & Growth Management		Yes x	No (If yes, specify agency or of
2nd Floor, County Government Buil	ding	x	
La Plata, Maryland 20646		X	
15. Access Restrictions	(a) and regulation(a))	16. Audit Requir	ements x None
Yes x No (If yes, cite law(s) and regulation(s))		State	Federal Independent
x x		State	County
17. Is an index system used?		18. Recommended retention	
Yes X No		Screen annually. Destroy material having no further	
(If yes, explain briefly and describe any hardware/software)		administrative, fiscal, legal or operational value. Re-	
x		permanently any material that serves to document the	
x)) — ·	, and accomplishments of the
	1 22 2 : : : : : :		eriodically to Md. State Archives
19. Name and Title of Preparer	20. Telephone Nun	nber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			

Instructions — Type or print a			ES AGENCY RECORDS INVENTORY
separate form for each new or	1	GEMENT DIVISION	
revised record series.	7275 WATERLOO ROAD		Page <u>53</u> of55
1. Department/Agency	JESSUP, MARYLAND 20794 2. Division		3. Unit/Program
Charles County Govt.	Planning & Grov	wth Mat	Planning
Charles County Govi.	Training & Gro	will laige.	1 laming
DEFINITION: Record Series: a group of related r	ecords normally filed and used	d as a unit for reference a	as well as retention & disposition purposes.
4. Record Series Title		5. Earliest Year / Latest Year	
Lower Potomac & Middle Potomac, Patuxent Tributary		to Present	
6. Record Series Description			
(Briefly describe the types of information/doc	uments/forms found in the se	ries. Include the purpose	or function of the series.)
	_		•
Minutes and other documents pertain	ning to the Tributary Te	eam meetings.	
7. Record Series Format(s)	8. Record Se	eries Sequence	9. Volume
x Letter Size Microfilm	Alpha	betical	Number File Drawer(s)
X Letter Size	, Piblia	Detical	Microfilm Reel(s)
Legal Size Compute	er Tape Nume	erical	Computer Tape(s)
			Other (specify)
Bound Book Floppy [Disk Chror	nological	
			10. Annual
Audio Tape Video Ta	ape Geog	raphical	Accumulation Number
Other (specify)	Other (specify)		File Drawer(s)
Calci (specify)	Galer (Spearly)		Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
		40.51	varies
11. File is used:	lonthly	12. File become Month	
Daily Weekly X M	ionuny		(s) Year(s)
13. Current Location(s) (Build	ing, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
		No (If yes, specify agency or office)	
2nd Floor, County Government Building x			
La Plata, Maryland 20646 x			
15. Access Restrictions 16. Audit Requirements x None			ements x None
Yes X No (If yes, cite law(s) and regulation(s)) x State		State	Federal Independent
x County			,
17. Is an index system used?		18. Recommended retention	
Yes x No		Permanent, transfer periodically to the Maryland State	
(If yes, explain briefly and describe any hardware/software) Archives.			
X .			
X			
19. Name and Title of Preparer	20. Telephone Num	iber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM	301 043 0370		

Instructions Type or print a separate form for each new or	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION			
•				
revised record series.	7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>54</u> of <u>55</u>	
1. Department/Agency	2. Division		3. Unit/Program	
Charles County Govt.	Planning & Gro	wth Mgt.	Planning	
3_	8		-	
DEFINITION: Record Series: a group of related re	ecords normally filed and use	d as a unit for reference a	as well as retention & disposition purposes.	
Record Series Title			5. Earliest Year / Latest Year	
Comprehensive Plan Update			1995 to Present	
Comptonion of a man openion				
6. Record Series Description	<u> </u>			
(Briefly describe the types of information/doc	uments/forms found in the se	ries. Include the purpose	or function of the series.)	
Contains the documentation used to	update the 1990 plan, w	orkgroups, draft, et	c	
			<u> </u>	
		•		
7. Record Series Format(s)	9 Pagard Sa	eries Sequence	9. Volume 1	
7. Record Selles Format(s)	o. Record Se	siles Sequence	Number	
Letter Size Microfilm	Alpha	betical	x File Drawer(s)	
Letter 6126 Iviler 61111	, Librie	ibelicai	Microfilm Reel(s)	
x Legal Size Compute	er Tape x Nume	erical	Computer Tape(s)	
	, rupq	511641	Other (specify)	
Bound Book Floppy D	isk Chror	nological	(5,55)	
		.	10. Annual	
Audio Tape Video Ta	spe Geog	raphical	Accumulation Number	
Other (specify)	Other (specify)		File Drawer(s)	
·			Microfilm Reel(s)	
		····	Computer Tape(s)	
			Other (specify)	
		40 51 1	varies	
11. File is used:	AL_t	12. File become		
x Daily Weekly M	ontniy	Month	(s) Year(s)	
13. Current Location(s) (Build	ing Floor Poom)	14 is record ser	ies duplicated elsewhere?	
		No (If yes, specify agency or office)		
		X	(ii you, aposity againsy or omosy	
La Plata, Maryland 20646 x				
		16. Audit Requir	ements x None	
Yes X No (If yes, cite law(s) and regulation(s))		·	<u> </u>	
x State		State	Federal Independent	
County				
l		18. Recommend	· · · · · · · · · · · · · · · · · · ·	
!/ L		11	Retain until the project is completed, plus 5 years	
(If yes, explain briefly and describe any hardware/software)		and until all audit requirements have been fulfilled		
1		then destroy.	·	
x				
19. Name and Title of Preparer	20 Talanhana Nive	her	21. Date	
1	1		•	
Joyce A. Schmidt	301-645-0576		01/27/98	
Asst. to Director, PGM		,		

Instructions – Type or print a		L.	ES AGENCY RECORDS INVENTORY
separate form for each new or	RECORDS MANAGEMENT DIVISION		
revised record series.	7275 WATERLOO ROAD		Page <u>55</u> of55
1 D	JESSUP, MARYLAND 20794		3. Unit/Program
1. Department/Agency	2. Division	4h 3/44	,
Charles County Govt.	Planning & Grov	win Migi.	Planning
DEFINITION: Record Series: a group of related re	ecords normally filed and used	t as a unit for reference a	s well as retention & disposition purposes
4. Record Series Title	noordo Horridaly filed and doce		5. Earliest Year / Latest Year
Public Facilities Files			to Present
6. Record Series Description			
(Briefly describe the types of information/docu	iments/forms found in the ser	ries. Include the purpose	or function of the series.)
•			
Files may contain some or all of the			anning, traffic, State
Highway, administration, current pr	ojects, past projets, etc.		
	•		
7. Record Series Format(s)	8. Record Se	ries Sequence	9. Volume 3
`,		•	Number
x Letter Size Microfilm	Alpha	betical	x File Drawer(s)
			Microfilm Reel(s)
x Legal Size Compute	r Tape Nume	erical .	Computer Tape(s)
C Barred Bask C Clarery D	:-!-		x Other (specify)
Bound Book Floppy D	isk Chronological		boxes & library shelf 10. Annual 2
x Audio Tape x Video Ta	ne Geog	raphical	Accumulation Number
A Addio Tape	pe Geographical		/ Coddinatation / Camber
Other (specify)	Other (specify)		x File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			x Other (specify)
44 5 %- i		40 51- 5	1 library shelf
11. File is used: x Daily Weekly M	onthly	12. File become: Month	;
X Daily Veekly	onuny		(s) Year(s)
13. Current Location(s) (Buildi	ng, Floor, Room)	14. Is record ser	ies duplicated elsewhere?
Planning & Growth Management	3 ,,		No (If yes, specify agency or office)
2nd Floor, County Government Buil	ding	<u>x</u> .	' ·
La Plata, Maryland 20646 x			
15. Access Restrictions 16. Audit Requir		ements x None	
Yes X No (If yes, cite law(s) and regulation(s))		Fadage Francisco	
			Federal Independent County
x 17. Is an index system used? 18. Rec			
Yes x No		18. Recommended retention Retain until the project is completed, plus 5 years	
(If yes, explain briefly and describe any hardware/software)		and until all audit requirements have been fulfilled	
x		then destroy.	
x			
170 1			
19. Name and Title of Preparer	20. Telephone Num	iber	21. Date
Joyce A. Schmidt	301-645-0576		01/27/98
Asst. to Director, PGM			